

New Employee Request for Network Services

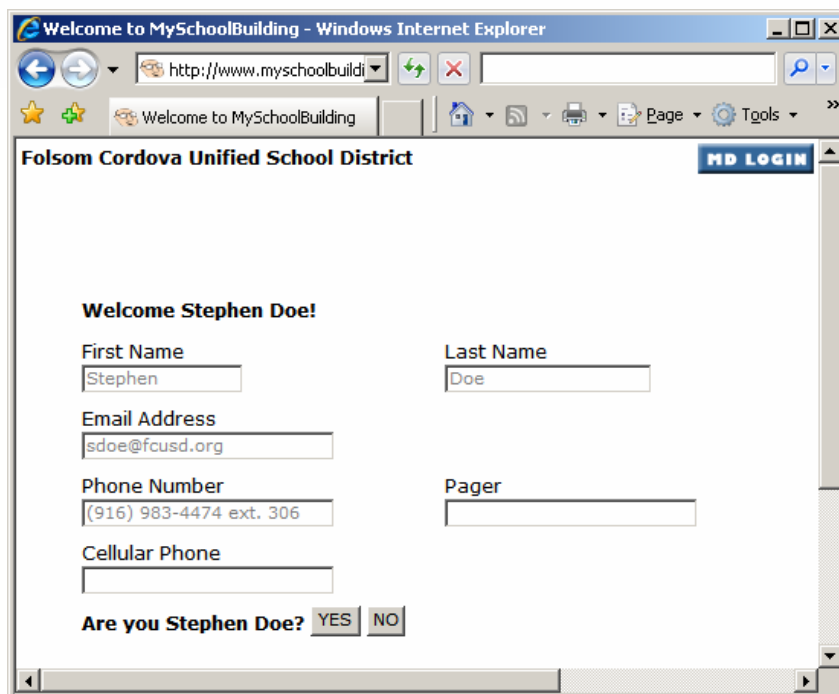
This form is for new employees only. Please use the regular Request for Network Services procedure for other adds/moves/changes.

Congratulations and welcome to the Folsom Cordova Unified School District. In an effort to quickly establish your network credentials for eMail, file/print services, and a variety of other applications, we've developed this quick procedure to get you up and running as quickly as possible.

Your request will be routed from the *SchoolDude* work order system to the ETIS department for processing. A technician will contact you with any additional questions and we'll send your network credentials to the eMail address specified in your request. Please contact us at 916.355.1111 x164 if you have any questions or concerns.

1. In a web browser, (Internet Explorer, Firefox, etc.), open <http://www.fcusd.org/schooldude>. Click the **End Users – Submit an ETIS Work Order** link.

If *SchoolDude* has been accessed previously on your PC, a screen similar to the following will be displayed. If you are the user indicated, click **Yes** and go to Step 5. If not, click **No** and continue to Step 2 of this document.



Welcome to MySchoolBuilding - Windows Internet Explorer

http://www.myschoolbuildi

Welcome to MySchoolBuilding

Folsom Cordova Unified School District

MD LOGIN

Welcome Stephen Doe!

First Name: Stephen

Last Name: Doe

Email Address: sdoe@fcusd.org

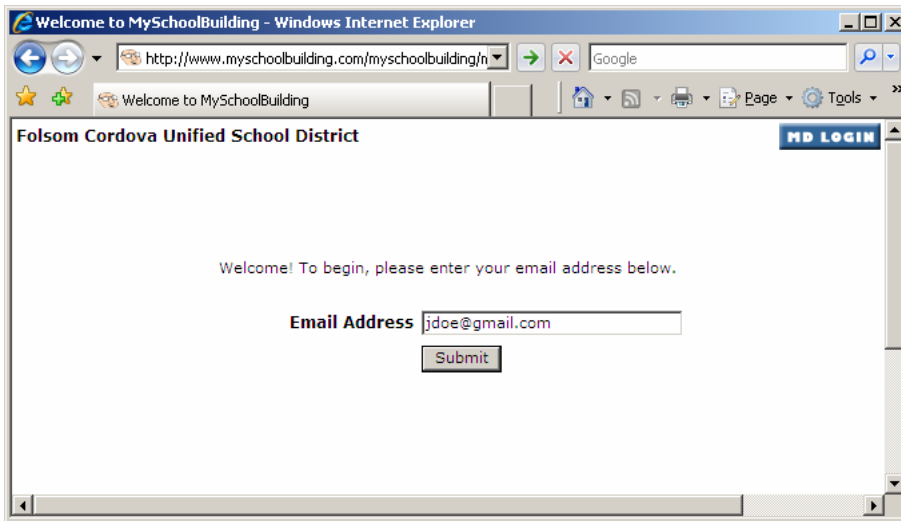
Phone Number: (916) 983-4474 ext. 306

Pager:

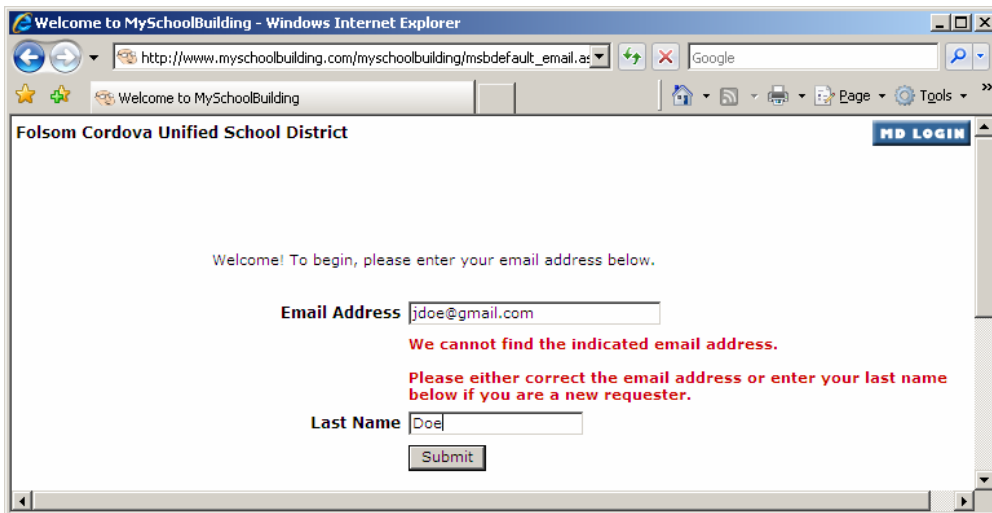
Cellular Phone:

Are you Stephen Doe? YES NO

2. Enter a **personal** eMail address (e.g., jdoe@gmail.com). At this point, your screen should look similar to the following. Click **Submit**.



3. If you've never registered with *SchoolDude*, you'll see a screen similar to the following. If you have registered, skip to Step 5 of this document.



4. Enter your last name and click **Submit**. Complete the **First Name** and **Phone Number** fields and click submit.

Windows Internet Explorer
 http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_us
 Welcome to MySchoolBuilding

Folsom Cordova Unified School District **MD LOGIN**

Indicates required information.

First Name Last Name

Email Address

Phone Number Pager

Cellular Phone

5. Congratulations – you’re now ready to submit a work order! Before you begin, check that you’re on the IT Request tab. If not, click **IT Request** to continue.

Windows Internet Explorer
 http://www.myschoolbuilding.com/myschoolbuilding/myitdrequest.as
 Welcome to MySchoolBuilding

Folsom Cordova Unified School District **MD LOGIN LOGOUT HELP**

FCUSD

Maint Request **IT Request** Schedule Request My Requests Settings Help

ASSIGNMENT SEARCH KNOWLEDGE BASE HELP

To submit your technology work order request, complete the following form as thoroughly as possible.

Indicates required information.

Step 1 Please be yourself, click [here](#) if you are not John Doe

First Name Last Name Email

Phone Pager Cellular Phone

Step 2 Location

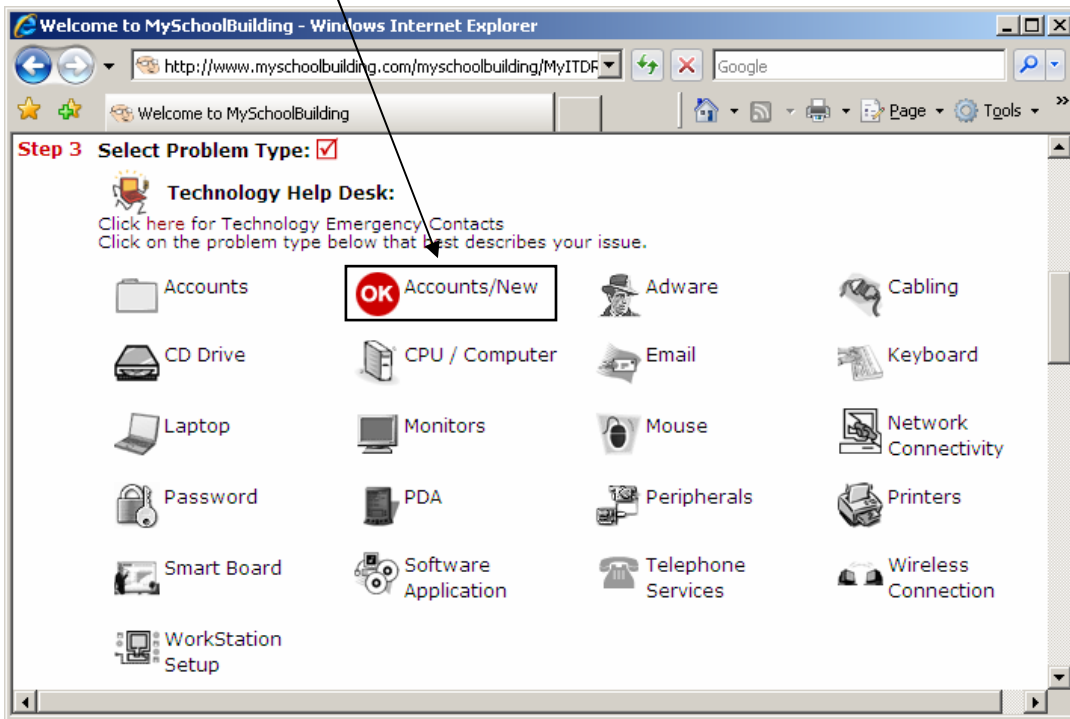
Building

Area Area/Room Number

Yes, remember my area entries for my next new request entry.

Under **Step 2**, use the drop-down combo box to select your new location. Use the **building** and **area** combo boxes to complete that information to the best of your ability. If known, enter your new **room number** in that field.

6. Scroll down and click **Accounts/New**.



7. A questionnaire will activate requesting your name, title, and contact information. Please read each question and answer to the best of your ability.

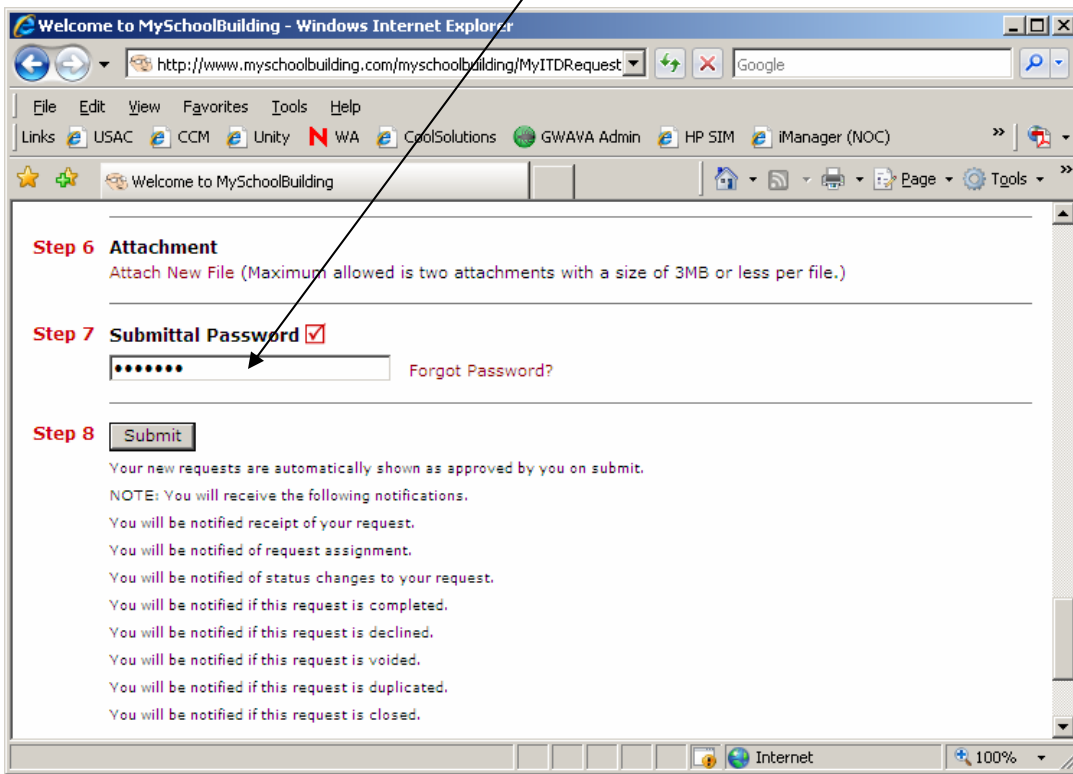
Please provide a very brief description of the request under **Step 4** (see example below):

The screenshot shows a Windows Internet Explorer browser window titled "Welcome to MySchoolBuilding". The address bar shows the URL "http://www.myschoolbuilding.com/myschoolbuilding/MyITDI". The page content includes:

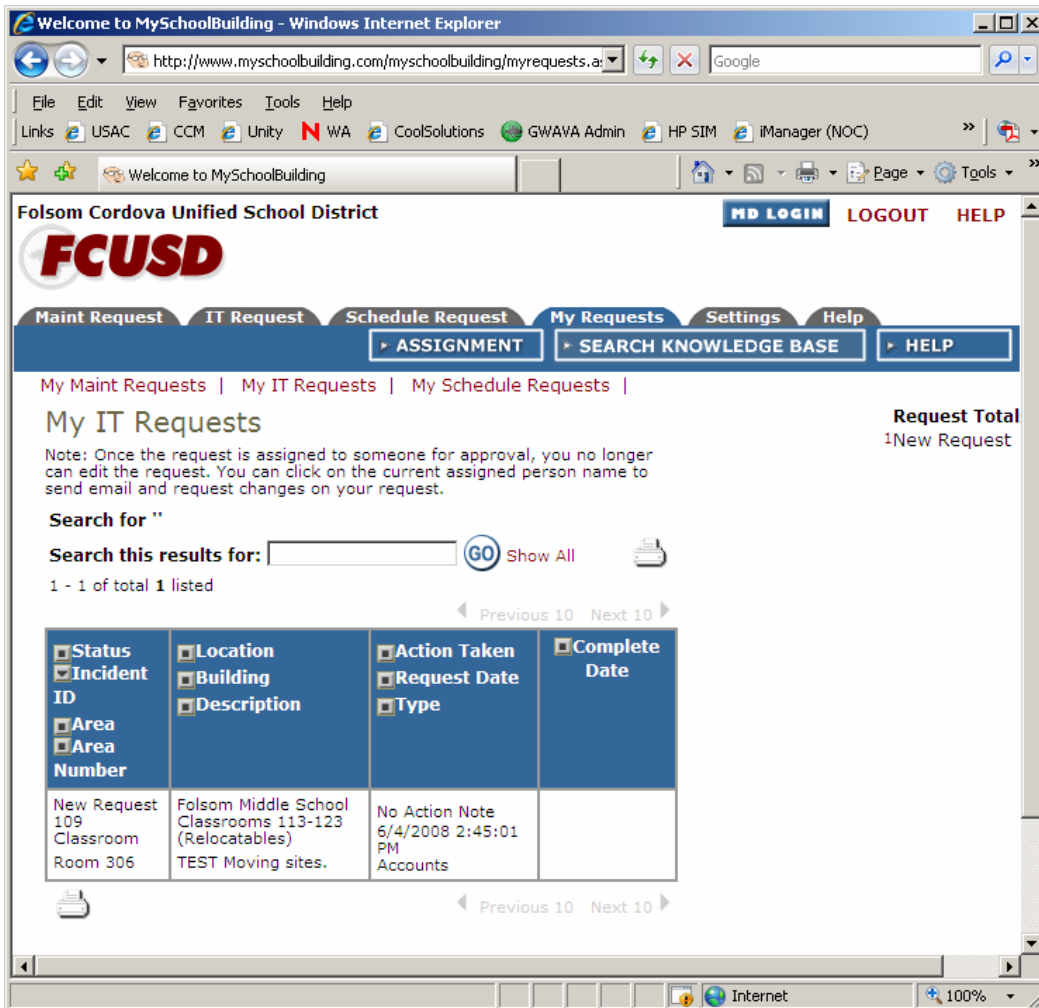
- Step 4 Please describe your problem or request.** A text area containing the text "Need network login."
- Step 5 Questionnaire**
 - Questionnaire : Accounts/New Questionnaire common problem**
 - Legal Name (first, middle initial, last) [Text input field]
 - First Name (as you'd like it to appear in email, if different from above) [Text input field]
 - Title/Position (i.e., teacher, instructional assistant, etc) [Text input field]
 - Location of computer in room (if known - i.e., teacher's desk, computer by the door, etc.) [Text input field]
 - Home Mailing Address [Text input field]
 - City/State/Zip [Text input field]
 - Phone Number (best number to reach you with any questions) [Text input field]
 - Any additional information that you feel is important for the ETIS department to know [Text input field]

An arrow points from the text "Step 4" in the instruction above to the "Step 4" heading in the browser window.

8. Almost there! Under step 7, enter **FCUSDWO** as the submittal password and click **Submit**.

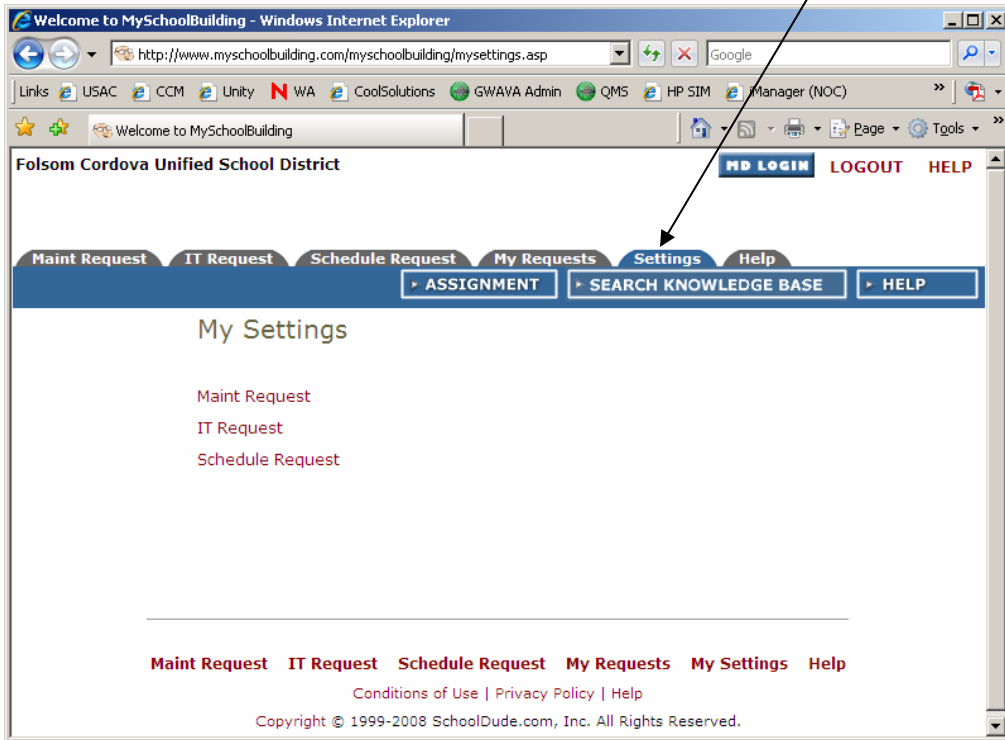


- Once submitted, a screen similar to the following will appear showing the newly-created work order.



You can log back into *SchoolDude* at any time to view the status of this or any other work order. An ETIS staff member will contact you with additional questions or, if none, you'll receive a notification that the work order has been completed.

Following this initial work order (and once you receive your network credentials), it is **very important** that you only use your district eMail account (e.g., jdoe@fcusd.org) to access *SchoolDude*. Employees are required to use their district account for district business. You can quickly change the eMail address SchoolDude uses by clicking the **Settings** tab and clicking **IT Request** and changing the eMail address shown.



Updated: July 15, 2008