

Open a browser and navigate to the following web site:

<https://www.myschoolbuilding.com/sso/default.aspx?acctnum=582114816>

The next page that loads will depend on your physical location.

Inside Asbury Park



No username/password is required! You're automatically logged in:)



Type your Asbury Park network username and password.

Outside Asbury Park

If you're outside of the Asbury Park School District, you'll have to type your Asbury Park network username and password to log in, regardless of which browser you use.

After Logging In

Select a Location, an Area, and enter a Room Number.

Welcome to MySchoolBuild x

your issues and concerns. Please complete this request form. If you have any questions, please call 732-776-2659.

Indicates required information.

Step 1 Please be yourself, click [here](#) if you are not **Your First Name Your Last Name**

First Name <input type="text" value="Your First Name"/>	Last Name <input type="text" value="Your Last Name"/>	Email <input type="text" value="Username@asburypark.k12.nj.us"/>
Phone <input type="text"/>	Pager <input type="text"/>	Mobile Phone <input type="text"/>

Step 2 Location

← Select your Location



Building

Area
 ← Your Area

Area/Room Number ← Your Room No.

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

Step 3 Select Problem Type:

 OR 

Maintenance Help Desk Technology Help Desk

**IMPORTANT!!!
FOR WORK ORDERS TO BE
ROUTED TO THE IT DEPT. YOU
MUST CLICK ON THIS ICON!**

Select a Problem Type.

Welcome to MySchoolBuild x

https://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp#it

Technology Help Desk:

Click [here](#) for Technology Emergency Contacts. Click on the problem type below that best describes your issue.

- Accounts/New
- Phone
- Data Restore
- Desktop/Workstation
- Email
- Interactive White Board
- Internet Connection
- Laptop
- SELECT** Password
- Printers
- Software Request
- Student Database
- Telephone Services
- Unknown
- Voice Mail
- Web Site

Technology Emergency

Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
No contacts listed.	

Step 4 Please describe your problem or request.

Step 5 Tip: Please describe your problem or request.

javascript:selectC

Type a description of your problem.

IMPORTANT!!!

BE AS DESCRIPTIVE AS POSSIBLE & ALWAYS INCLUDE THE-ASSET TAG, (ITxxxxxx).



EXAMPLE OF A BAD DESCRIPTION: Computer is broke.

EXAMPLE OF A GOOD DESCRIPTION: When I push the Power Button on my computer the power doesn't come on. My computer's asset tag is IT006730.

**Enter Time Available
and Requested Com-
pletion Date.**

Step 5 Time Available for Maintenance

Step 6 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. Click [here](#) for assistance in date entry.)

Step 7 Attachment

[Attach New File](#) (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 8

NOTE: You will receive the... notifications.
You will be notified if this request is com...

**Select Submit.
You're finished!**

[Legend](#)