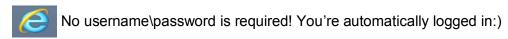
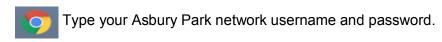
## Open a browser and navigate to the following web site:

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

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

#### **Inside Asbury Park**



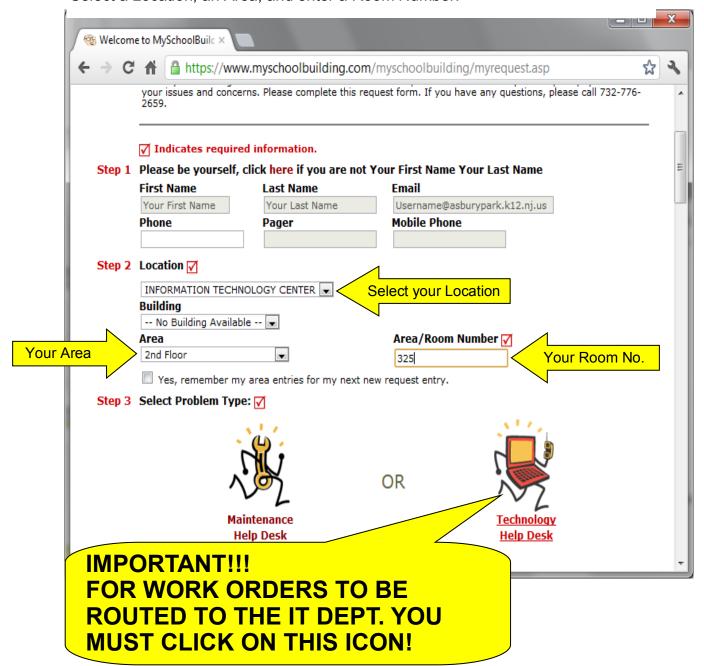


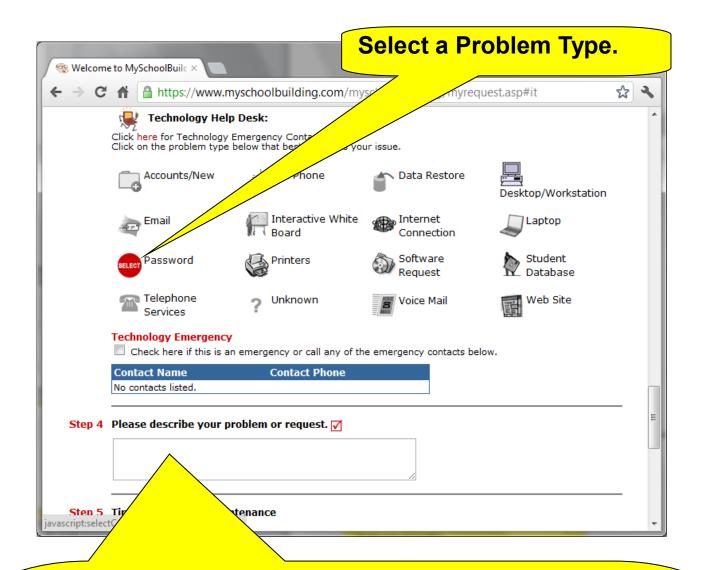
#### **Outside Asbury Park**

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.





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.

