

16. You can review any requests that you have entered into the system. Click on the My Requests Tab then My Schedule Requests. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

17. You can view an event calendar while in the My Requests area. Click on Month, Day, or Week Calendar. When accessing the month calendar, for example, the default will be on the current month/year. You are able to change either of these by clicking on the blue down arrow.

18. For the events to show on the month calendar you will need to choose the location (school name) then "Refresh Calendar". You can also filter your calendar view according to room, organization, etc.

19. After you click Refresh Calendar, you will see the event titles on the calendar. If you would like more information about a particular event, simply click on the title to view those details.

Marymount Manhattan College

Facility Requests

Quick Step Guide for Requesters

1. Open your Internet Browser (Internet Explorer, Firefox etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on Go.

-Or-

Click on the link below to take you directly to the Schedule Request Tab on the MySchoolBuilding page:

http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=924501743

- Follow steps 2-6 if you are a first time user or if asked to enter an Organization Account Number.

2. If it is the first time your computer has been to the website, enter the Organization your account number: **924501743**, and click "Submit Organization."

3. The next screen you will enter your email address.

Tip: (See Example Above)

Find a blank area on the screen that asks for your email address, click your right mouse button and select

Create Shortcut. This will add an icon on your desktop that you can click the next time you want to sign in to make a request.

4. After you enter your email, click **Submit**. If this is your first time you will be prompted to enter your first and last name. Enter both and click on the Submit button.

Proceed to Step 5

5. Click on **Schedule Request Tab** if you do not see the screen below, then click on the Schedule Type you need for your Event(s).

Normal Schedule: Maximum **20** Events Dates
 Recurring Schedule: Maximum **100** Event Dates
 Irregular Schedule: Maximum **20** Event Dates

Fill out all boxes with a ☒ mark beside it. These are **REQUIRED** fields.

- Once in the Schedule Form, put the **Event Title** in first.
- Do not select anything in the **Area** Dropdown box
- In the **Location** Dropdown Menu, choose where your event will take place.
- In the **Room** Dropdown Menu, choose the room(s) you will need.
(Hold down the CTRL Button on your keyboard to select multiple rooms)

This is how the form should look so far, but with your school information:

10. Next, choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Then choose your Start and End Times.

The Spans Over Box should always read 1

10 A.

Also, click on the **Check Availability** button to verify you are not double booking a room. This is located just below the Duration. The event time you are asking for is in Yellow. If there is a black **X** in that space for your requested time range, you will need to go back and choose a different time that is available. Close out the Availability window when you are finished verify that your time is available and proceed to the "Organization Information" section.

Example:

8AM	00	
9AM	00	X
10AM	00	X
11AM	00	
12PM	00	
1PM	00	
2PM	00	X
3PM	00	
4PM	00	
5PM	00	

11. Choose your Organization from the Dropdown Box. If it is not there, type it out in the "or new" box. If there is not a way for you to add your Organization, you will need to contact an Administrator to have it added.

Example:

- Next, provide your insurance information if you have it. If not, you may be required to provide it at a later time.
- If Service Requirements are listed, check off the boxes next to what you need and type out a short description.

- Next, skip down to the **Number Attending** box and put the number of people attending the event(s).
- Finally, at the bottom, enter the submittal password of **mmc** and then click the **Save** button.
 Example: