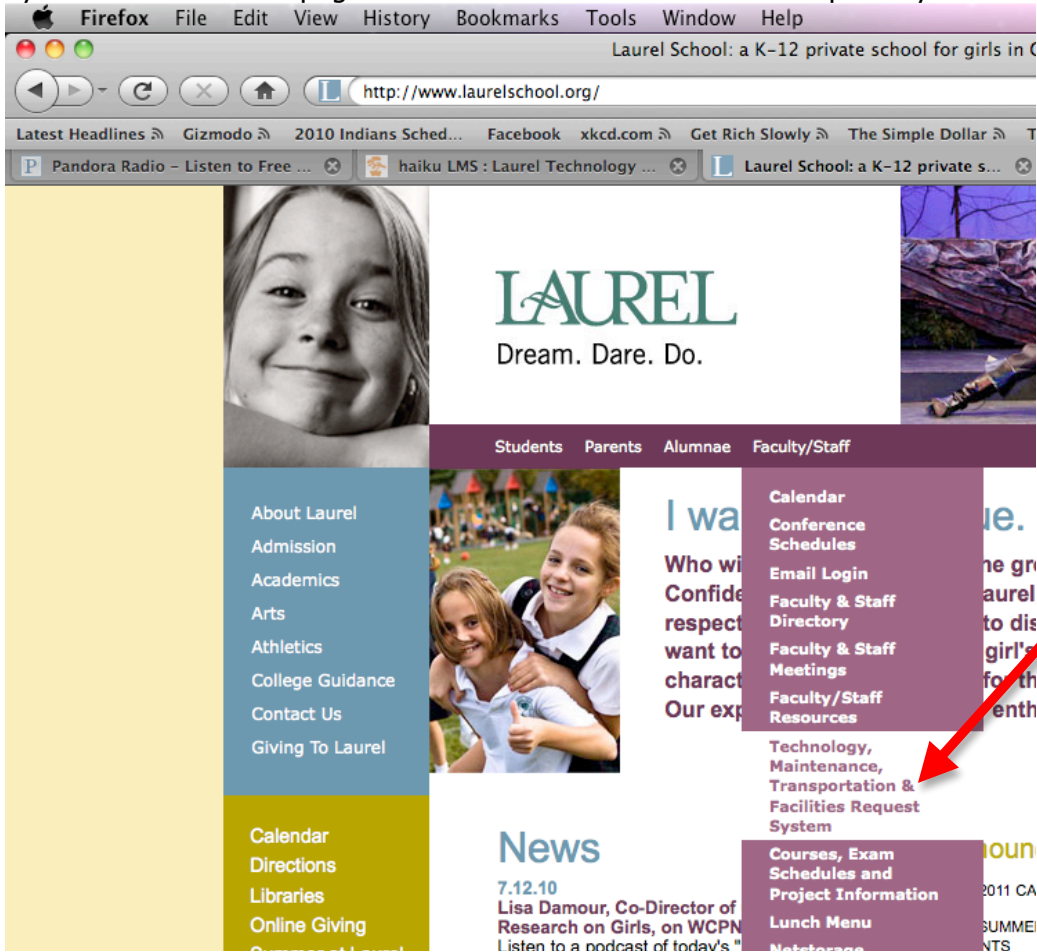


# Quick Step Guide for Laurel Help Systems

(Maintenance, Technology, Transportation, and Facilities Requests)

- 1) Open your Internet Browser and go to the Laurel School website ([www.laurelschool.org](http://www.laurelschool.org)). Along the top of the page, under the "Faculty/Staff" heading, choose "Technology, Maintenance, Transportation & Facilities Request System". On the next page choose "Click Here to Enter the Request System".



- **If you have been to this website before and have entered a request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.**

Welcome! To begin, please enter your email address below.

**Email Address**

- 2) NEW USERS ONLY:** On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.

Welcome! To begin, please enter your email address below.

**Email Address**

**We cannot find the indicated email address.**

**Please either correct the email address or enter your last name below if you are a new requester.**

**Last Name**

- 3) NEW USERS ONLY:** Enter your 1<sup>st</sup> name then click submit (phone number, pager, etc. are optional)

**Indicates required information.**

**First Name**

**Last Name**

**Email Address**

Phone Number

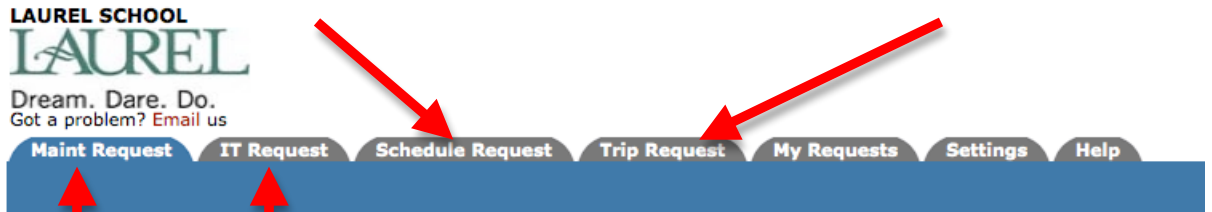
Pager

Cellular Phone

- 4) When you first come into the system, you will have tabs along the top of the page listing each type of request. Click on the appropriate tab for your needs.

**Schedule Request:** Used for reserving a certain room on a one time or recurring basis, requesting furniture/AV to be ready in that room, and dining services needs.

**Trip Request:** Transportation needs such as bus/vehicle reservations.



Welcome to the Laurel School Maintenance

**IT Request:** Used for technology assistance with broken equipment, requests for new equipment, curricular assistance using technology, and personal training needs.

**Maintenance Request:** Used for reporting building and grounds maintenance needs throughout the school.

- 5) Within each request page, fill out all boxes with a  mark beside it. These are required fields. The system will not save your request if they are not filled out.

At the bottom of each of the request pages, you will be prompted to enter the submittal password (**gator2010**), then click "Save"

A screenshot of a form field for a password. It features a checkbox with a checkmark and the label "Password" next to an empty text input box. Below the input box are two buttons: "Save" and "Reset".

If the request does not save, make sure you don't see any messages about missing information. Otherwise, you have submitted your request and will receive a confirmation in your email.

- 6) If you want to check on your requests at a later time, you can return to the system, log in, and review any requests that you have entered into the system. Click on the 'My Requests' tab then choose the type of request you want to review (see below). You will be able to see when your request has been approved, declined, etc.

Dream. Dare. Do.  
Got a problem? [Email us](#)

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

My Maint Requests | My IT Requests | My Schedule Requests | My Trip Requests |

### My Maint Requests

Request 1 Complete

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for:  [GO](#) [Show All](#)

1 - 1 of total 1 listed

◀ Previous 10 Next 10 ▶

Status	Location	Action Taken	Complete Date
WOID	Building	Request Date	
Area	Description	Type	
Area Number			
Complete 156 Classroom M118	Lyman Campus Main Wing IGNORE THIS REQUEST. ONLY TESTING SYSTEM FOR TRAINING. Time Available: 5:00	No Action Note 8/10/2010 Clocks/Bells	8/10/2010

◀ Previous 10 Next 10 ▶

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