Carver Facility Requests

Quick Step Guide for Requesters

1. Open your Internet Browser (Internet Explorer, Netscape 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=278127120

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

   a. If it is the first time your computer has been to the website, enter the Organization your account number is **278127120**

2. Find a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an icon on your desktop that you can double click the next time you want to sign in.

3. Enter your email and click **Submit**. If prompted to enter your first and last name, do so.

4. Click on Schedule Request Tab if you do not see the screen below.
Select your schedule type

5. Fill out all boxes with a ☑ mark beside it. Type in your Event name. Click on the drop down arrows to see your selection choices for each box. 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. Also use the [Check Availability] button to verify you are not double booking a room.

6. Follow the same process to fill in the sections on the form making sure to fill in the boxes with the red check mark. At the bottom, enter the submittal password of **carver** and then click the save button.

7. Click on the My Request Tab, then Schedule Request. Here you can find up to date information on your requests and what status they are currently in.