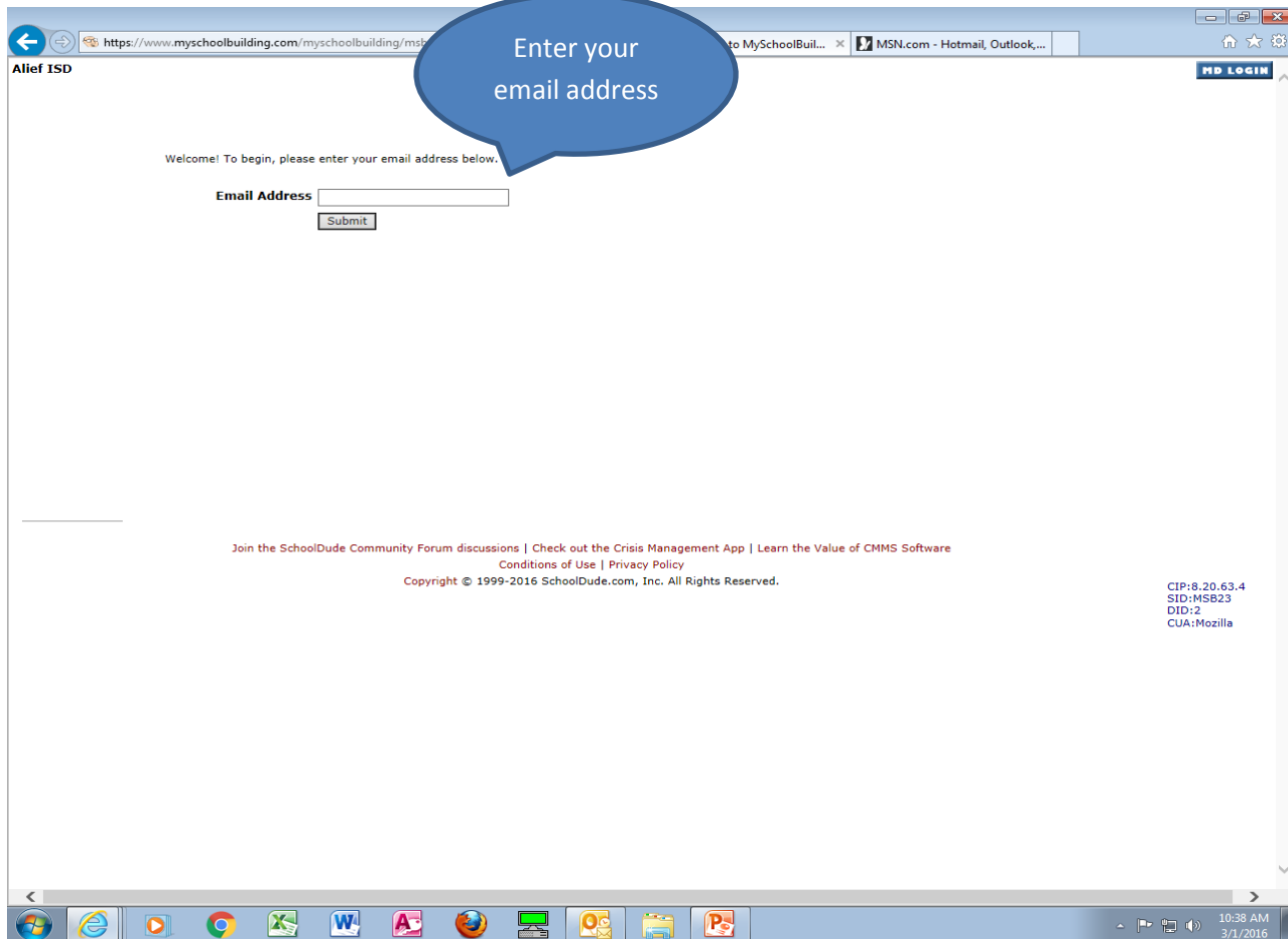


Step 1: Click on the link below

<https://www.myschoolbuilding.com/myschoolbuilding/MyGateway.asp?acctnum=1547067904>

Step 2: enter your email address in box!



Please save this page on your Desktop so that when you need to enter a Pest control request you can go directly to the page and just enter your email address

Step 3: Enter required information in **Red check box** only, once done click on Submit and it will take you to page below

Alief ISD MD LOGIN

Indicates required information.

First Name **Last Name**

Email Address

Phone Number Pager

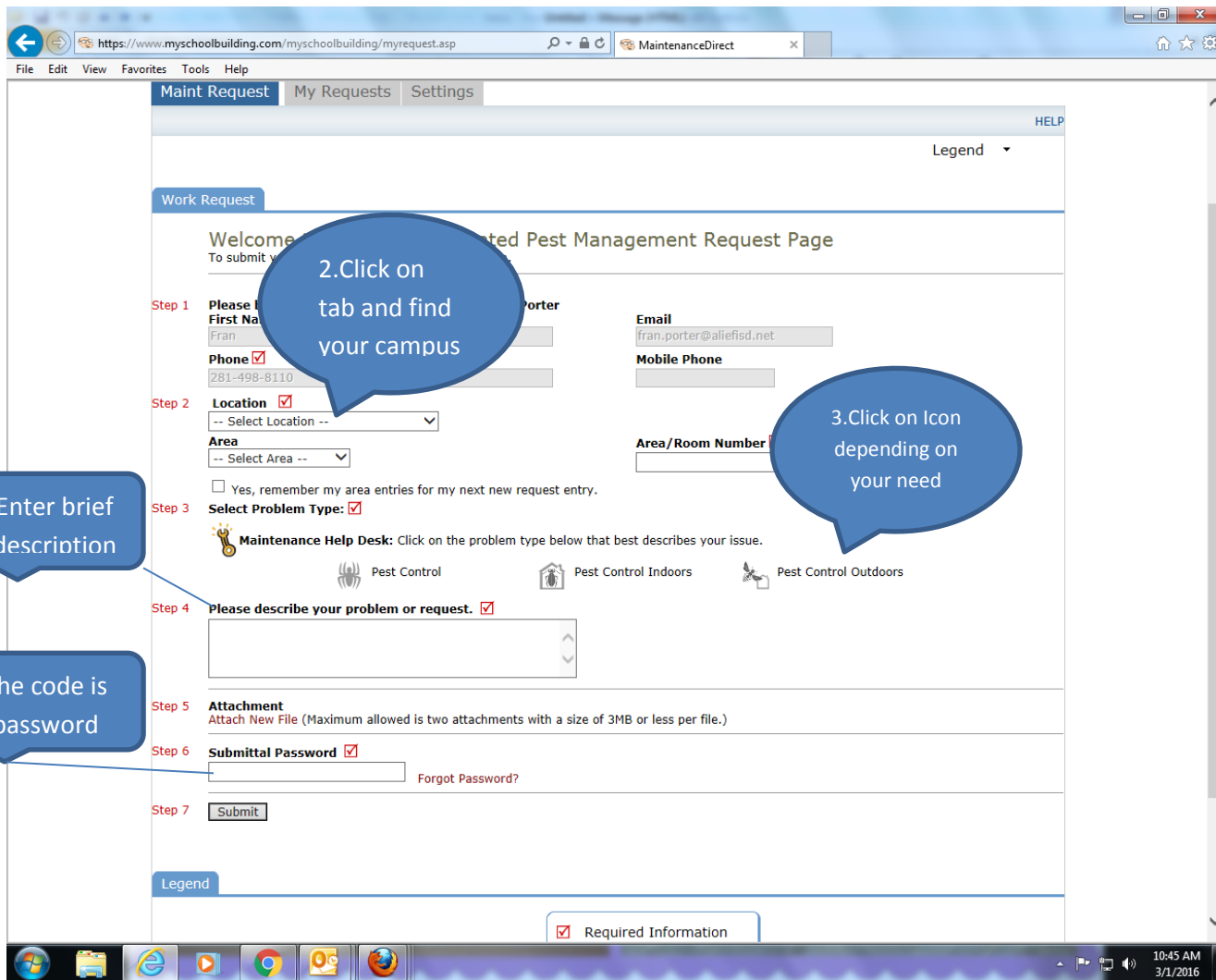
Cellular Phone

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

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CIP:66.249.113.71
SID:MSB26
DID:2
CUA:Mozilla

10:46 AM
3/1/2016



Only enter information starting from Step 2 and forward in red areas:

Step 2: **Location:** your campus, **Select** area for tech to go, **Area/Room number** you can enter the room number or name

Step 3: **Select Problem Type** click icon that your request pertains to.

Step 4: Describe your problem/request: you can be as descriptive as possible

Step 5: Attachment: you can add a picture if you have one.

Step 6: Submittal Password: Is **password**

Step 7: click on Submit when finished and that it's your done

