

# Quick Step Guide for TripDirect Requesters

## How to Register/Log in

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: [www.myschoolbuilding.com](http://www.myschoolbuilding.com). Press the Enter key or click on **Go**. Enter the account number (1308623872) then click on **Submit Organization**. Or you can use the following link to access the login page:

<https://www.myschoolbuilding.com/myschoolbuilding/tdgateway.asp?acctNum=1308623872>

**HELPFUL INFORMATION:** You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

- 2) You will be prompted to enter your email address then click **Submit**. If you have been to this website before and have entered a trip request into the system, you are already registered as a user. Enter your email address then proceed to page 2, "How to Submit a request".

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

**Email Address**

- 3) If you are a new user, the system will not recognize you right away. Enter your last name to proceed with the registration process. Click **Submit** to continue.

**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**

- 4) Enter your first name then click **Submit**. The Phone, Cell Number, and Pager fields are optional; however you may be required to enter your phone number on the next page.

<b>First Name</b> <input checked="" type="checkbox"/>	<b>Last Name</b> <input checked="" type="checkbox"/>
<input type="text" value="Requester"/>	<input type="text" value="Smith"/>
<b>Email Address</b> <input checked="" type="checkbox"/>	
<input type="text" value="requester@dude.nett"/>	
Phone Number	Pager
<input type="text"/>	<input type="text"/>
Cellular Phone	
<input type="text"/>	
<input type="button" value="Submit"/>	



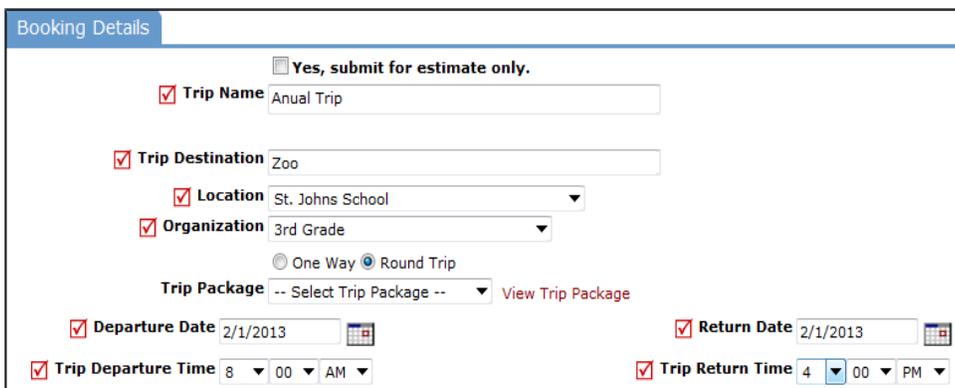
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(877) 868-3833  
support@schooldude.com

## How to Submit a Request

- Make sure you are on the **Trip Request** tab at the top of the screen.

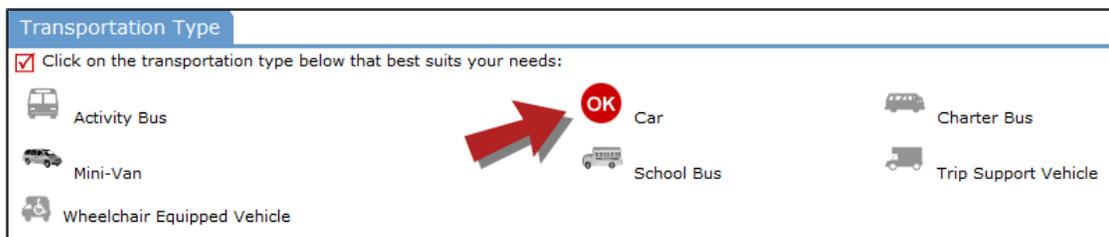
**NOTE: ANY FIELD MARKED WITH  IS A REQUIRED FIELD**

- The **Booked By** section will be filled in with your contact information according to how it was entered upon registration.
- Most of the fields within the **Booking Details** section are “required”, such as the **Trip Name**, departing **Location**, and **Organization**. You may also need to select a **Budget Code** (if available).



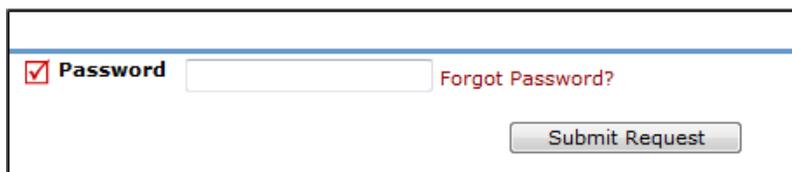
The screenshot shows the 'Booking Details' section of a form. It includes a checkbox for 'Yes, submit for estimate only.' and several required fields marked with a red checkmark: 'Trip Name' (Annual Trip), 'Trip Destination' (Zoo), 'Location' (St. Johns School), 'Organization' (3rd Grade), 'Departure Date' (2/1/2013), 'Return Date' (2/1/2013), 'Trip Departure Time' (8:00 AM), and 'Trip Return Time' (4:00 PM). There are also radio buttons for 'One Way' and 'Round Trip', and a dropdown for 'Trip Package' with a 'View Trip Package' link.

- Select the **Transportation Type** that is needed for your trip. Click on the icon next to the Transportation Type description to select it.



The screenshot shows the 'Transportation Type' section. It has a checkbox for 'Click on the transportation type below that best suits your needs:'. Below this are six options with icons: Activity Bus, Mini-Van, Wheelchair Equipped Vehicle, Car (with a red arrow and 'OK' button pointing to it), School Bus, Charter Bus, and Trip Support Vehicle.

- Enter the Trip Contact. Check the box next to **Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information** if you are going to be the contact person for the trip.
- Enter the **Number of Students**.
- You can add additional information for the trip in the **Faculty, Supervising Adults, Educational Objective, and Special Needs and/or Trip Requirements** boxes.
- Once the trip request form is completed, enter the submittal password of **'panthers'**.
- Click on the **Submit Request** button.



The screenshot shows a 'Password' field with a red checkmark to its left and a 'Forgot Password?' link to its right. Below the field is a 'Submit Request' button.



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## My Requests Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Trip Requests**. You will see a listing of any request that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.

The screenshot shows a navigation bar with tabs: Maint Request, IT Request, Schedule Request, Inventory Request, Trip Request, **My Requests**, and Settings. A 'Shortcuts' dropdown menu is open, listing: My Maint Requests, My IT Requests, My Schedule Requests, My Inventory Request, and **My Trip Requests**. Below the menu, a table lists trip requests:

Trip ID	Status	Trip State	Trip Destination	Organization	Total Costs
Trip Name	Location	# Students	Package Name	Contact Name	Total Estimated Costs
Departure Date Time	Return Date Time	# Adults	Educational Objectives	Contact Phone	
Pick Up Location	Drop Off Location	Attendees			
113	Approved	Active	High School	AGHS Academic Melinda Aministrator	\$0.00 \$0.00
115	Approved	Active	Zoo	Andy Griffith Internal Events Melinda Administrator	\$150.00 \$188.00

On this screen you will see up-to-date information on your request including:

- Status
- Trip ID number for referencing.
- The Departure and Return Dates and Times.
- Estimated and actual costs associated with the trip.
- The trip contact person.

### TIPS:

- You can search for any trip request by typing in a keyword in the box next to **Search this results for** then click on **GO**. This will pull up any of your requests according to the keyword that you searched for. (Example: If you types in “Athletics”, it would have pulled up any request dealing with Athletics).
- Click on the **Trip Request** Tab to enter a new request.

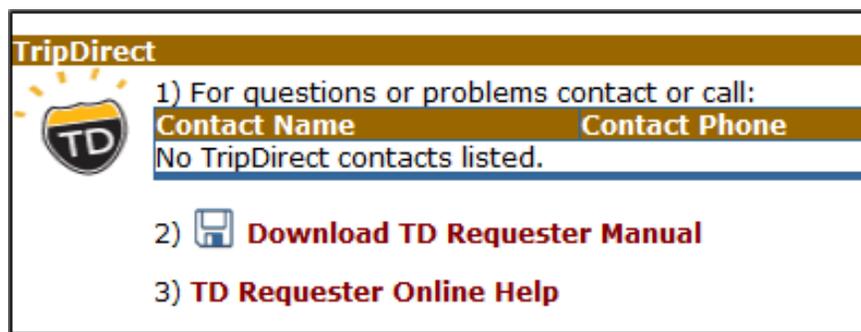


## Need Help?

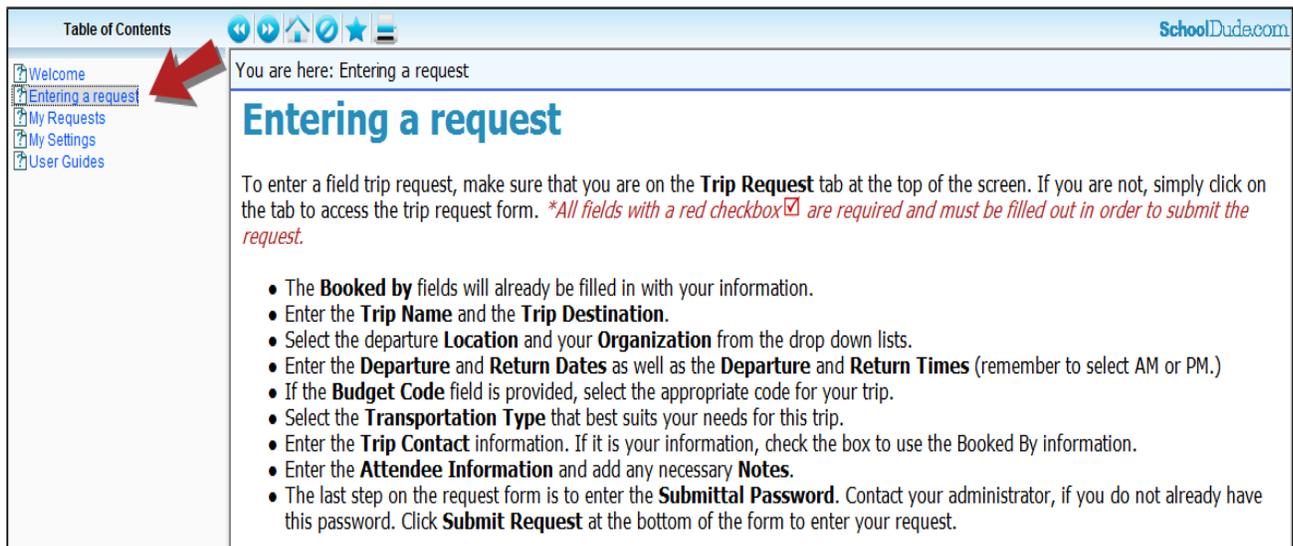
There are several ways to get help for any questions that you may have. Click on the **Help** link located in the upper right hand corner of your screen.



Once you click on Help link, you will see a screen which will list a few help options. If included, you will see a listing of local phone numbers that can be used to contact someone within your organization. Additionally, you will see a link to download the TripDirect Requester Manual as well as being able to access the Online Help page.



If you select the **TD Requester Online Help** option you can click on the links under the **Table of Contents** heading. These headings will explain further how to navigate through the MySchoolBuilding.com page.



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