

New User – APS Internal Employee

1. Go to www.myschoolbuilding.com
2. If you are submitting your first request, you must register first.
Click on the down arrow (▼) next to **Never Submitted a Request? Register Here!** to expand the registration form.
3. Enter the **Account Number** - 643438505
4. Enter your **First Name, Last Name, Phone Number** and **Email Address**
5. Create a **Password** and reenter to confirm it. The password you choose must be at least 6 characters long.
6. Click **Register** to go to the schedule request form
7. To view scheduled/requested events for a specific location click on the **My Requests** tab → **Related Links** → **Month Calendar**
8. Filter the events by **Location** and click on the **Refresh Calendar** button.
9. Once reviewed and ready to request a location, click on the **Schedule Request** tab

Select one of the three schedule types:

- **Normal Schedule:** *Most commonly used.* Up to 20 event dates can be selected. This schedule is used when all event dates will share the same time and room(s).
- **Recurring Schedule:** Up to 100 events can be added. This schedule is used for events that follow a pattern (ie, every Monday and Wednesday for a semester or the third Friday of the month for the entire year). All event dates will share the same time and room(s).
- **Irregular Schedule:** Up to 20 event dates can be selected. This schedule type can be used when each event will take place in a different room and/or a different time slot than the other event dates on the schedule. For example: the Boy Scouts will use the Gym on January 1st from 9am - 12pm and their next meeting will take place on January 31st in Room 200 from 1pm - 2pm.

When entering a schedule, any field with a red checkmark (☑) beside it is a required field. The system will not save your request if these fields are left blank.

*Note: Your registration will be complete after you submit your first request.