

FACILITY USE REQUEST REGISTRATION DIRECTIONS

1. Go to www.myschoolbuilding.com. You may also access the link on the school web site www.erschools.org.
2. Type in the Organization Account Number: 210116774 » SUBMIT ORGANIZATION
3. Enter your e-mail address » SUBMIT
4. Type in the information required on this page indicated by a red checkmark » SUBMIT

YOU ARE NOW A REGISTERED USER OF SCHOOL DUDE

To quickly access this page in the future, you should create a shortcut. Click the right button of your mouse while the cursor is anywhere on the webpage. You will see a menu pop up on your screen. Select CREATE SHORTCUT and an icon will be placed on your desktop.

FACILITY USE REQUEST DIRECTIONS

1. Click on SCHEDULE REQUEST on the top of the page.
2. Click on NORMAL SCHEDULE on the left side of the screen.
3. Fill out all the required areas on the form, and be sure to verify that you have all the information needed for the event you are requesting.
4. Click on SAVE on the bottom of the page (Password is **PASSWORD**).
5. Your request will go through the APPROVAL process and, you will be notified by e-mail if your request has been approved or not.