

Trip Direct Quick Step Guide for Requesters

- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Enter the account number **341584370** then click on Submit Organization. Or you can use the following link to access the login page:

http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=341584370

- **If you have been to this website before and have entered a trip request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.**



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

Email Address

- 2) On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.



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

Email Address

We cannot find the indicated email address.

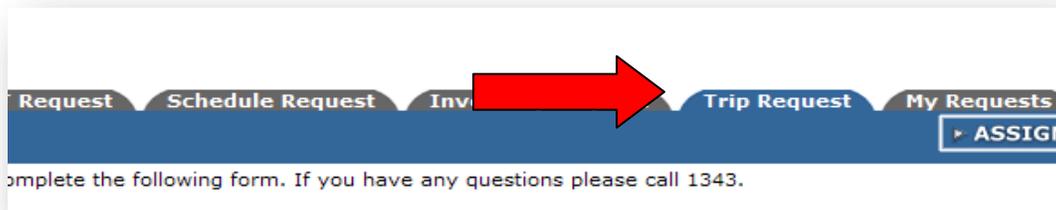
Please either correct the email address or enter your last name below if you are a new requester.

Last Name

- 3) Enter your 1st name then click submit (phone number, pager, etc. are optional)
- **HELPFUL INFORMATION:** To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on **Create Shortcut**. This will add an icon to your desktop. You can double click on this the next time you want to sign in.

First Name <input checked="" type="checkbox"/>	Last Name <input checked="" type="checkbox"/>
Mel	And
Email Address <input checked="" type="checkbox"/>	
meland1970@earthlink.net	
Phone Number	Pager
Cellular Phone	
<input type="button" value="Submit"/>	

- 4) Click on Trip Request Tab to enter your request



- 5) Fill out all boxes with a mark beside it.

Trip Name: The name of the trip (*Football Game, State Capitol Trip*)

Trip Destination: The city/town of when you arrive at your final destination.

Fill in the departure and return dates and times.

Budget Code: (*if available*), fill in the appropriate budget code that the trip will be charged to.

Check the box if you only want an estimate for the trip.

Booking Details [Back to Top](#)

Yes, submit for estimate only.

Trip Name
Warning: Trip Name is required

Trip Destination

Location -- Select Location --

Organization -- Select Organization --

Trip Package -- Select Trip Package -- [View Trip Package](#)

Departure Date

Return Date

Trip

Departure Time

Return Time

Budget Code -- Select Budget --

- 6) Click on the type of transportation that you would like to use to arrive at the trip destination. Check the box to put your name as the trip contact

person or enter the appropriate information for another trip contact.

The screenshot shows two sections of a web form. The top section, titled "Transportation Type", has a blue header and a "Back to T" link. It contains a checked checkbox for "Click on the transportation type below that best suits your needs:" followed by six options with icons: "Activity Bus", "Charter Bus", "Mini-Van", "School Bus" (with a red "OK" circle), "Trip Support Vehicle", and "Wheelchair Equipped Vehicle". The bottom section, titled "Trip Contact", also has a blue header and a "Back to T" link. It contains a checked checkbox for "Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information." and three checked checkboxes for "First Name", "Last Name", and "Email". Below these are three text input fields containing "Melinda", "Administrator", and "melinda@dude.com" respectively.

- 7) Enter any faculty or adults that will be supervising the trip. Also indicate the number of students attending the trip. Boxes without the check mark are optional. The submittal password for the trip request is **password**

The screenshot shows the "Security" section of a web form with a blue header and a "Back to Top" link. It features a checked checkbox for "Password" next to an empty text input field, with a "Forgot Password?" link to its right. Below this is a "Submit Request" button. At the bottom, there is a text link: "To view uploaded consent form, Please click [here](#)."

- 8) You can review any requests that you have entered into the system. Click on the My Requests Tab then **My Trip Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

