

Welcome:

To our new request submittal service called "**MySchoolBuilding.com**". This service allows you to submit work requests directly to our maintenance department via the internet.

We still want you to pick up the phone and call us for emergencies and urgencies.

Your password to submit work requests is:
"collin". (Small caps)

To make the process faster, you may want to bookmark this URL.

1. Click this URL:
<http://www.myschoolbuilding.com>
2. Type in this account number: **712254179**
3. Click "**Submit Organization**" button and the request submittal page will appear.
Type in your request information along with the other required information such as your name and submittal password and click the submit button.
(**Your password is indicated above in this message.**)
4. Your new request will then appear in a list on the left. You can edit new requests until they have been assigned.

We look forward to serving you,
Collin College Facilities