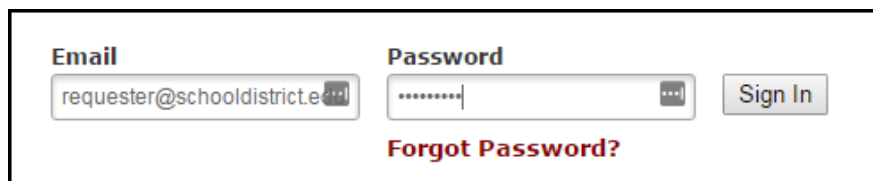


TripDirect Requester Guide

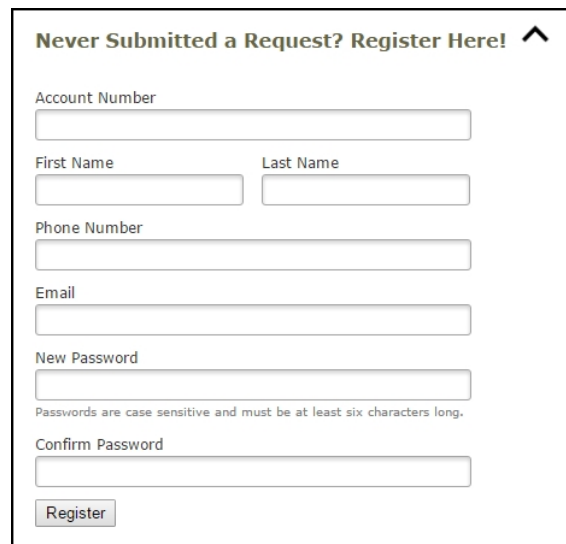
How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:
<https://www.myschoolbuilding.com/myschoolbuilding/tdgateway.asp?acctNum=751055872>
- If you are a returning user, enter your **Email Address** and **Password**. Click **Sign In**.
- If you have forgotten your password, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.



The screenshot shows a login interface with two input fields: 'Email' containing 'requester@schooldistrict.e...' and 'Password' containing '.....'. To the right is a 'Sign In' button. Below the password field is a red link labeled 'Forgot Password?'.

- If you are submitting your first request, you must enter registration information first. Click on the down arrow (∨) next to Never Submitted a Request? Register Here! to expand the registration form. **Note: Your registration will be complete after you submit your first work request.*
 - Enter the **Account Number** provided by your Administrator.
 - Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
 - Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
 - Click **Register** to go to the work order request form.



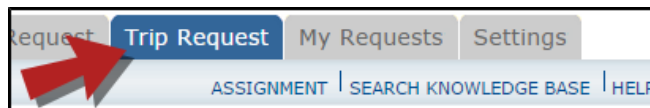
The screenshot shows a registration form titled 'Never Submitted a Request? Register Here!' with an upward arrow. It contains the following fields: 'Account Number', 'First Name', 'Last Name', 'Phone Number', 'Email', 'New Password', and 'Confirm Password'. A 'Register' button is at the bottom. A note below the password fields states: 'Passwords are case sensitive and must be at least six characters long.'

The Dude Says:

To 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.

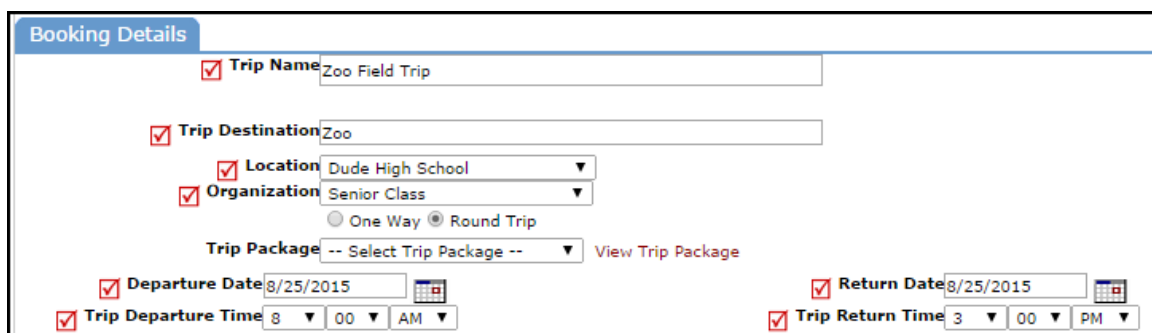
How to Submit a Request

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

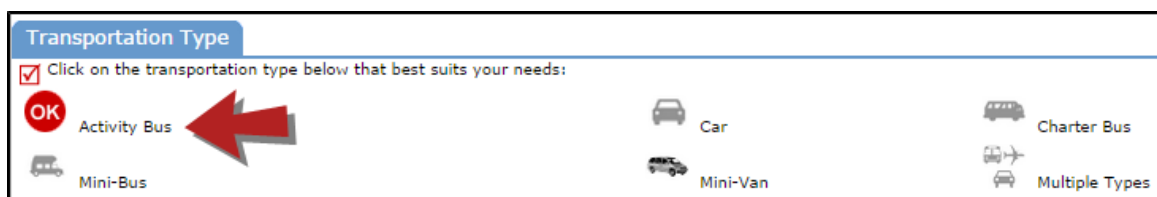


**Note: Any field marked with a red checkmark is a required field.*

- The **Booked By** section will be filled in with your contact information according to how it was entered upon registration.
- Enter the **Trip Name** and the **Trip Destination**.
- Select your departing **Location** and the **Organization** taking the trip.
- Choose if your trip is **One Way** or **Round Trip**.
- If you are entering a frequently taken trip, you may be able to select it from the **Trip Package** drop down list.
- Select your trip **Departure and Return Dates and Times**.
- If applicable, select a **Budget Code**.

A screenshot of a 'Booking Details' form. The form is titled 'Booking Details' in a blue header. It contains several fields, each with a red checkmark icon to its left, indicating they are required. The fields are: 'Trip Name' (text input with 'Zoo Field Trip'), 'Trip Destination' (text input with 'Zoo'), 'Location' (dropdown menu with 'Dude High School'), 'Organization' (dropdown menu with 'Senior Class'), 'Trip Package' (dropdown menu with '-- Select Trip Package --' and a 'View Trip Package' link), 'Departure Date' (calendar icon and text input with '8/25/2015'), 'Return Date' (calendar icon and text input with '8/25/2015'), 'Trip Departure Time' (time selector with '8:00 AM'), and 'Trip Return Time' (time selector with '3:00 PM'). There are also radio buttons for 'One Way' and 'Round Trip'.

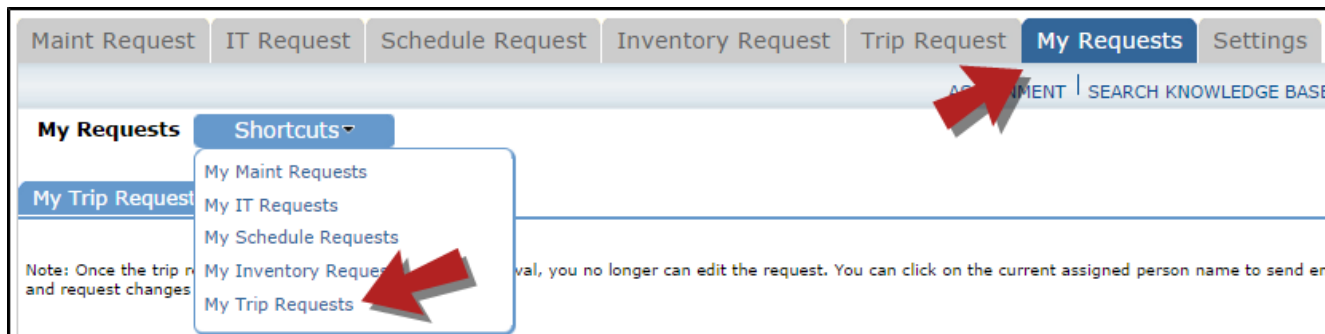
- Select the **Transportation Type** that is needed for your trip. Click on the icon next to the Transportation Type description to select it.

A screenshot of a 'Transportation Type' selection screen. The title is 'Transportation Type'. Below the title is a red checkmark icon and the text 'Click on the transportation type below that best suits your needs:'. There are six options, each with an icon and a text label: 'Activity Bus' (with a red 'OK' circle and a red arrow pointing to it), 'Mini-Bus', 'Car', 'Mini-Van', 'Charter Bus', and 'Multiple Types'.

- 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** attending the trip.
- You can add additional information for the trip in the **Faculty, Supervising Adults, Educational Objective, and Special Needs and/or Trip Requirements** boxes.
 - The **Educational Objectives** field is a great place for additional information (such as whether multiple vehicles are needed), as it is easily seen by Administrators during the approval process
- Once the trip request form is completed, enter the submittal **Password** of **trojan**.
- Click on the **Submit Request** button.

My Request 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 requests 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.



On the **My Trip Requests** page you will see up-to-date information on your requests including the current status, trip ID number, and total costs. You can search for any trip request by typing a key word into the **Search** box and clicking GO.

Search this results for: [Show All](#) Print This

1 - 6 of total 6 listed First Previous Next Last

Trip ID	Status	Trip State	Trip Destination	Organization	Total Costs
Trip Name	Location	# Students	Package Name	Contact Name	Total Estimated Costs
Departure Date	Return Date Time	# Adults	Educational Objectives	Contact Phone	
Pick Up Location	Drop Off Location	Attendees			
180	Approved	Active	Des Moines	Drama	\$0.00
State Capital	ISU High School	75		sude dude	\$0.00
8/14/2015 9:00 AM	8/14/2015 3:00 PM	5	to gain an appreciation of the state's ...		
		80			
135	Approved	Active	Driver Test 3	Athletic Boosters Club	\$0.00
Driver Test 3	Chatham Central High School	10		Administrator Hayley	\$0.00
1/28/2013 3:00 AM	1/28/2013 7:00 PM	0		919-516-5164	
		10			