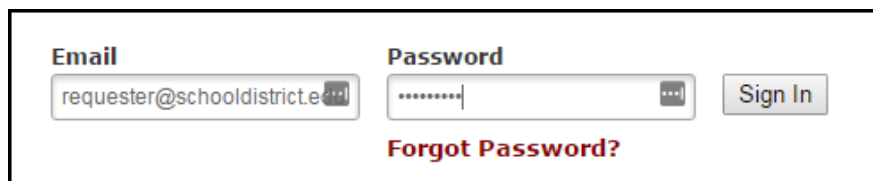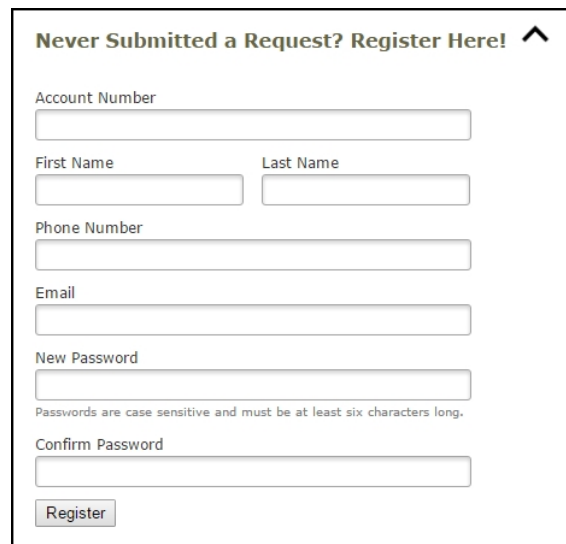# TripDirect Requester Guide

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.

- 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 <u>after</u> 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.
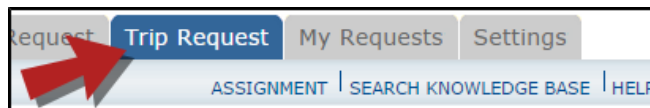 - Click **Register** to go to the work order request form.

The 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.
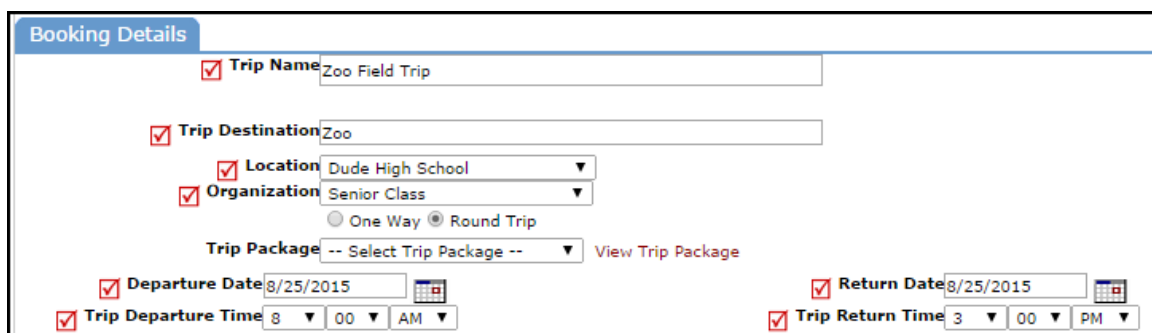
How to Submit a Request

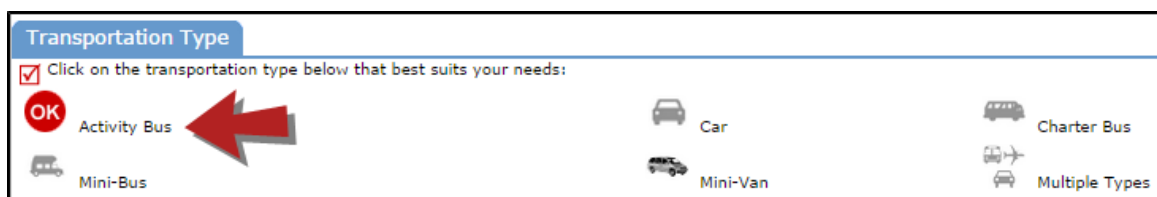- Make sure you are on the **Trip Request** tab at the top of the screen.

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**.
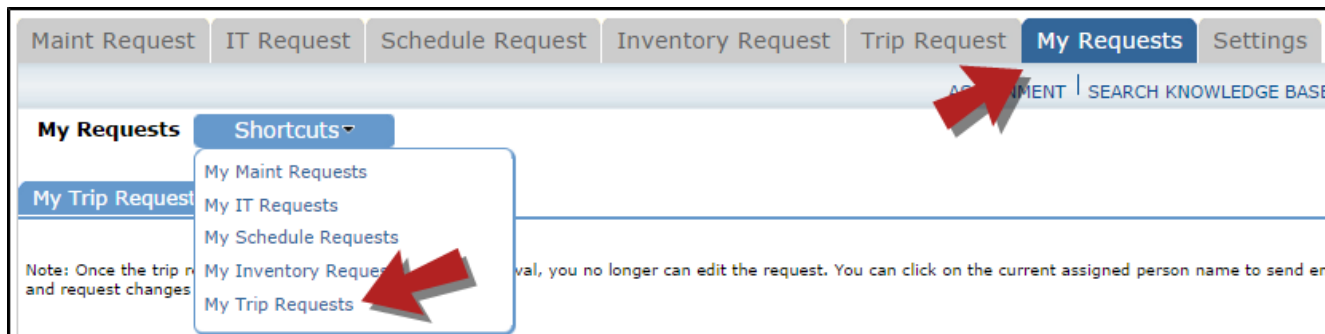- If applicable, select a **Budget Code**.

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

- 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.