

## IT Direct – Technology Service Requests

To enter a technology service request:

1. Click the **IT Direct 289246892** icon found on the Home page.  
Key in the Acct Number: **289246892**

2. Click “**Submit Organization**”

**Note:** You will be asked to enter this organization name on any computer or a recently Ghosted computer.

Address: http://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp

### Select Organization

Organization Account Number: 289246892

Submit Organization

3. Enter your full e-mail address.

4. Click “**Submit**”. (Info fills in automatically.  
See Step 1 below.)

Mountain Brook - Tech

Mtn. Brook Schools

If you are a new user, welcome! You can begin by indicating your email address below.

Email Address: phallaj@mtnbrook.k12.al.us

Submit

Submit New Request - Microsoft Internet Explorer provided by Mountain Brook Schools

Address: http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

### Mountain Brook - Tech

Mtn. Brook Schools

Work Request | My Requests | My Settings | Help

### Technology Help Center

Welcome to the Mountain Brook Schools Technology Help Center. Thank you for using this system to report your technology needs. Donna Williamson

Indicates required information.

**Step 1** Please be yourself, click here if you are not Peggy Pate

First Name	Last Name	Email
Peggy	Pate	patep@mtnbrook.k12.al.us
Phone <input checked="" type="checkbox"/>	Pager	Cellular Phone
7311	RM 103	

**Step 2** Location

3. Crestline Elementary

Area

-- Select Area --

Area/Room Number

RM 150 Brandt

**Step 3** Select Problem Type:

Technology Help Desk:  
Click here for Technology Emergency Contacts

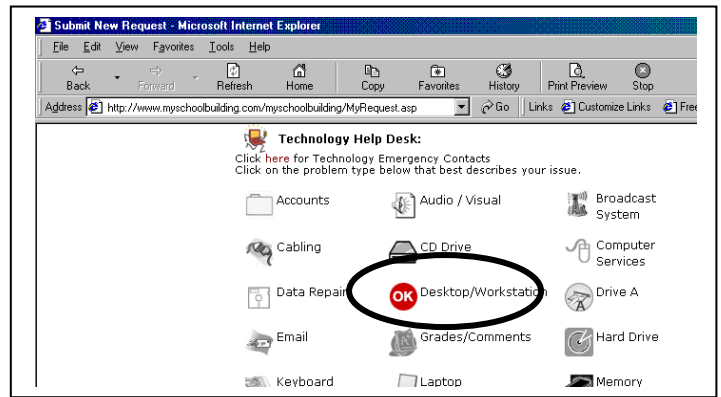
Step 2: Choose Your School

Step 1: Key your room # and last name

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Scroll down and click the problem type.

(A red “OK” appears.)



Scroll down to fill in the remaining blanks for Steps 4, 6 and 7.

