



Submitting a Technology Request Form

ACBOE Data Center

In order to facilitate work orders more efficiently, the school district has implemented a web-based work order system for submitting Technology requests.

To submit a work order for the Technology Department:

1. Go to www.myschoolbuilding.com or go to on www.acboe.org – **District Departments – Technology – Technology Help**
2. Enter the Organization code **908448040** if prompted
3. Enter your **school email address** – if you are a first time user to this site you will need to complete a one-time online questionnaire to register yourself and your location.
4. You will next be forwarded to the main website for Atlantic City which is **Maintenance** – click on the next tab – **IT Request** – which will take you to the **Help Desk Request Form**.

ATLANTIC CITY
Go to Quick Links Indicates required information.

ATLANTIC CITY
Go to Quick Links

ACBOE Home Page
Got a problem? Email us
IT Request Schedule Request My Requests Settings Help
ASSIGNMENT SEARCH KNOWLEDGE BASE HELP

Help Desk Request Form
Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form. Please DO NOT forget to SUBMIT your request. You will receive an automatic e-mail response upon completion of this form.

Indicates required information.

5. Complete the form noting that fields checked in red **MUST** be completed to continue your request.
6. You will be prompted at the end of this questionnaire for a submittal password. The password is **HELP**. Then click **Submit**. If the password is not accepted, please return to Step 4.

Step 5 Submittal Password

Step 6

Your work order will be sent to the technician(s) assigned to your area – and you will receive a confirmation email momentarily. You will also receive an email updating you on the status and/or completion of your work request.