



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**.

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Go to Quick Links Indicates required information.

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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.