

Submitting a Work Request

-Go To www.myschoolbuilding.com

-If you have **never submitted** a request, please click “Never Submitted a Request? Register Here!” (Go to Page 2)

-If you **have submitted** a request before but do not know your password, click forgot password, enter your email and press submit. An email with your temporary password will be sent to you. (Go to Page 3)

NKU Facilities Management
NKU
NKU Home
Got a problem? [Email us](#)

Current User? Login Here!

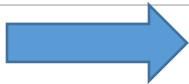
Email Password

Forgot Password?



New Enhancement

- Your Requester role now requires an individual password to log into MySchoolBuilding.
- This individual password is in addition to the Submittal Password used to submit requests.
- If you have previously submitted requests, you **DO NOT** need to register.
- If you do not know your individual password, click on **Forgot Password?** and enter your email address. You will receive an email to create a new password.
- If you already have an individual password, enter your Email and Password and click on Sign In.
- Questions? Please review our [resource page](#) with FAQs, guides, and video tutorials.



Never Submitted a Request? Register Here! ✓

Getting Registered

- If the account number is not filled out, enter: 1279443456
- Fill out the form with your information and click "Register"
- After registering, you should be able to login in (Go to Page 3)

Never Submitted a Request? Register Here! ^

Account Number

First Name

Last Name

Phone Number

Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

Entering a Work Order

Step 1- This should be prefilled out from your login credentials

Step 2- Enter the location information for the request.

Step 3- Select the problem type that best describes the issue you are having. If it is a residence hall issue, Select **Housing**.

Step 4- Write a detailed description of what needs to be fixed.

Step 5- Select what area of the campus your request is in.

Step 6- Optional, if work needs completed by a specific date enter it here.

Step 7- If you have a document to attach, such as a picture or floor plan, upload it now.

Step 8- The password is **norse**

Step 9- Click submit. Your work order has been submitted.

Please enter your Service Request and information below.
When complete type "norse" for the *submittal password* and click Submit.

Password: **norse**

Step 1 Please be yourself, click here if you are not Chris Charnegie

First Name Chris	Last Name Charnegie	Email charnegiec1@nku.edu
Phone <input checked="" type="checkbox"/> (859)572-5661	Pager 	Mobile Phone

Step 2 **Location**

-- Select Location --


Building
-- Select Building --

Area
-- Select Area --




















Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 **Select Problem Type:**

 **Maintenance Help Desk:**

Click here for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.

 Building Automation	 Carpentry	 Custodial	 Electrical
 Elevators	 Floor Care	 Grounds	 Health/Safety
 Heating/Ventilation /Air Conditioning	 Housing	 Key and Lock	 Laborer
 Landscaping	 Painting	 Pest Control	 Plumbing
 Recycling	 Surplus		

Maintenance Emergency

Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Daytime	859-572-5660
Evening/Weekend	859-572-5548
University Housing	RA on Duty

Step 4 Please describe your problem or request.

Step 5 Purpose

-- Select Purpose --

Step 6 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. [Click here](#) for assistance in date entry.)

Step 7 Attachment

Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 8 Submittal Password

 [Forgot Password?](#)

Step 9

NOTE: You will receive the following notifications.
You will be notified of status changes to your request.