

Open internet explorer and enter the following address - [WWW.MYSCHOOLBUILDING.COM](http://WWW.MYSCHOOLBUILDING.COM)

You may be asked your ORGANIZATION NUMBER -

To report an EMERGENCY situation call x2411 between 7am & 4pm or x2911 during off hours

Milton Academy

MD LOGIN



Got a problem? [Email us](#)

Welcome Tracy Grady!

First Name

Tracy

Last Name

Grady

Email Address

Tracy\_Grady@Milton.edu

Phone Number

617-898-2410

Pager

Cellular Phone

Are you Tracy Grady?

YES

NO

Powered by:



If your name and email address is referenced click **YES**.

You will go directly to the request form (PAGE 6).

REQUEST FORM (PAGE 6) – √ indicates required information.

If your name and email address is not referenced, or is incorrect click **NO**.

You will be asked to enter your email address and submit (PAGE 2), if you are not in the Schooldude system you will be asked to enter your last name and submit (PAGE 3), If you are a new user click my name is not listed and submit (PAGE 4), enter your first name, last name, and your phone number/extension and submit (PAGE 5).

REQUEST FORM (PAGE 6) – √ indicates required information.

STEP 6 (submittal password) – **MILTON** submit

Your work order request number will be e-mailed to you.



Got a problem? [Email us](#)

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

Email Address

Submit

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Milton Academy



Got a problem? [Email us](#)

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

Email Address

**We cannot find the indicated email address.**

**Please either correct the email address or enter your last name below if you are a new requester.**

Last Name

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Got a problem? [Email us](#)

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

**Email Address**

Please select your name from the below list or select the "not listed" option.

<input type="radio"/>	Tracy Milton	miton955@hotmail.com
<input type="radio"/>	My name is not listed	

Powered by:





Got a problem? [Email us](#)

Indicates required information.

First Name

Tracy

Last Name

milton

Email Address

tracy@milton.edu

Phone Number

617-898-2410

Pager

Cellular Phone

Submit

Indicates required information.

**Step 1 Please be yourself, click [here](#) if you are not Tracy Grady**

<b>First Name</b> Tracy	<b>Last Name</b> Grady	<b>Email</b> tracy_grady@milton.edu
<b>Phone</b> <input checked="" type="checkbox"/> 617-898-2410	<b>Pager</b> 	<b>Cellular Phone</b> 617-555-1212

**Step 2 Location**

Your current location is **Facilities Building**

**Area**  
-- Select Area --

**Area/Room Number**

[Change Location](#)

**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.



Alarm



Boiler



Carpentry



Custodial



Electrical



Elevators



Equipment



Fire Alarm System



General Maintenance



Grounds



Key and Lock



Masonry



Mechanical



Painting



Pest Control



Plumbing



Recycling



Special Projects



Vehicle Maintenance

**Maintenance Emergency**

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

Contact Name	Contact Phone	Business Hours
Facilities	x 2411	Monday – Friday 7am – 4pm
Campus Safety	x 2911	off hours

**Please describe your problem or request.**

**Step 4**

**Requested Completion Date**

**Step 5**

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

**Step 6 Submittal Password**

← **MILTON** [Forgot Password?](#)

**Step 7**

Your new requests are automatically shown as approved by you on submit.  
NOTE: You will receive the following notifications.  
You will be notified receipt of your request.