

Submitting a Technology Request

Please click on the following link and sign in.

<https://login.myschoolbuilding.com/msb?acctNum=351541026&productID=ITD>

Lynnfield Public Schools



Current SchoolDude User? Login Here!

Email Password

[Forgot Password?](#)



Everything in a red box must be filled in before submitting.

IT Request My Requests Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend *

IT Request

HelpDesk 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. If you received a password error you have entered the wrong password, the submittal password is listed on the web page and it is password.

Step 1 Please be yourself, click here if you are not Kathleen Dario

First Name Last Name Email

Phone Pager Mobile Phone

Step 2 Location

-- Select Location --

Area

-- Select Area --

Area/Room Number

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

Step 3 Select Problem Type:

Technology Help Desk:

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

Accounts/New Adware Desktop/Workstation DVD/VCR Unit

Email General Laptop Network Connectivity

Password Printers Projector Smart Board

Technology Emergency

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

Contact Name	Contact Phone
No contacts listed.	

Step 4 Please describe your problem or request.

Step 5 Tag Number

Step 6 Time Available for Maintenance

Step 7 Attachment

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

Step 8 Submittal Password

Step 9

Your new requests are automatically allowed. You will receive the following notifications:
You will be notified receipt of your request.

Your information will be populated in the form.



Submittal password is the word "password"

Click submit to enter the ticket