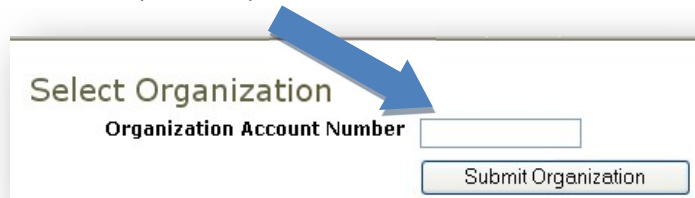


Quick Step Guide for TripDirect Requesters

1. Open your Internet Browser (Internet Explorer, Fire Fox, etc...) and type in www.myschoolbuilding.com in the address bar and press Enter on your keyboard or click on Go.

****If you have logged in before please skip to Step 3.***

2. If it is the first time your computer has been to the website, enter the Organization Account number **511539200** and click Submit Organization as prompted. Your computer will remember the organization account number on subsequent visits and will skip this step.



Select Organization

Organization Account Number

Submit Organization

- You may also copy this link and paste it into the web address window:
<https://www.myschoolbuilding.com/sso/default.aspx?acctnum=511539200>

TIP: If you want to add a Shortcut to this webpage for easy access, follow these instructions:

- a. Find a blank area on the next page
- b. RIGHT click your mouse
- c. Select Create Shortcut If Using Internet Explorer or Bookmark This Page if using FireFox.

This will add an icon on your desktop that you can double click or a bookmark to select the next time you want to sign in (allowing you to skip steps one and two).

3. Enter your email address and click Submit.
4. If a RED message pops up noting that it can't find the indicated email address, enter your last name and click Submit. Then enter your first name, on the next page, and click Submit.



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

Submit



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1-877-868-DUDE (3833)
SUPPORT@SCHOOLDUDE.COM

Filling out the Request Form:

NOTE: ANY FIELD MARKED WITH IS A REQUIRED FIELD

1. Click on **Trip Request Tab** if the page starts on another type of request form.
2. Fill out all boxes with a mark beside it.

The screenshot shows a form titled "Booking Details" with a "Back to Top" link in the top right. The form contains four required fields, each marked with a checked checkbox: "Trip Name" (text input), "Trip Destination" (text input), "Location" (dropdown menu with "-- Select Location --"), and "Organization" (dropdown menu with "-- Select Organization --").

- A. **Trip Name:** The name of the trip (*Football Game, State Capital Trip*)
 - B. **Trip Destination:** The city/town of when you arrive at your final destination.
 - C. **Location:** Choose the location from which the trip is departing.
 - D. **Organization:** Choose the Organization or group that is going on the trip.
3. Continue filling out the other fields:

The screenshot shows a form titled "Trip Package" with a "View Trip Package" link in the top right. The form contains five required fields, each marked with a checked checkbox: "Departure Date" (calendar icon), "Return Date" (calendar icon), "Trip Departure Time" (three dropdown menus), "Trip Return Time" (three dropdown menus), and "Budget Code" (dropdown menu with "-- Select Budget --").

- A. **Trip Package:** (*If Available*) Common/frequent trips the district takes that will fill in the form with predefined information.
- B. **Departure/Return Date:** Enter the date you are leaving and the date you are returning
- C. **Departure/Return Time:** Enter the time you want to depart and the time you expect to return.
- D. **Budget Code:** (*if available*), fill in the appropriate budget code that the trip will be charged to.






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4. Click on the **Transportation Type** you will require for this trip.

Transportation Type

Click on the transportation type below that best suits your needs:

 Activity Bus  School Bus  Wheelchair Equipped Vehicle

5. Check the box to put your name as the **Trip Contact** person or enter the appropriate information for another trip contact.

Trip Contact [Back to Top](#)

Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.

First Name Last Name Email

Phone Pager Cellular

6. Enter any **Faculty** or **Adults** that will be supervising the trip. Also indicate the number of students and adults attending the trip.

Attendees [Back to Top](#)

Faculty

Supervising Adults

Number of students Cost per student

Number of adults Cost per adult

Totals Attendees

7. Enter the **Educational Objectives** or curriculum track that will be fulfilled by students attending this field trip.

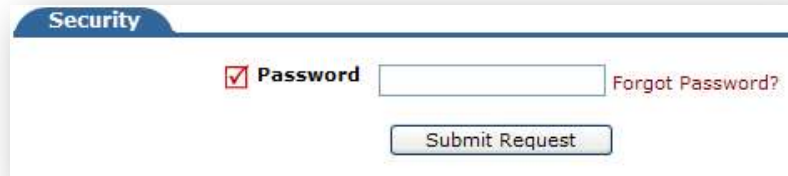
Notes [Back to Top](#)

Educational Objective

Special Needs and/or Trip Requirements



8. Enter the [Submittal Password](#) of *wildcats*



Security

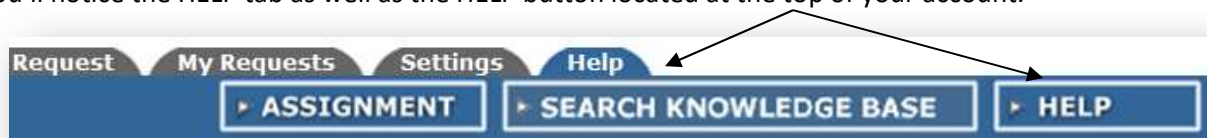
Password [Forgot Password?](#)

9. Click [Submit Request](#) to send your request through the approval process.

Need any help?

There are several ways to get help or your questions answered by us here at SchoolDude.com.

First, you'll notice the HELP tab as well as the HELP button located at the top of your account.



Once you click on either of these Help options, you'll see the HELP page list your help options. If included, you'll first see a listing of local phone numbers that can be used to touch base with someone locally. Next, you'll see a link to download the Requester Manual. And lastly, a link to our online help:



TripDirect

1) For questions or problems contact or call:

Contact Name	Contact Phone
No TripDirect contacts listed.	

2)  [Download TD Requester Manual](#)

3) [TD Requester Online Help](#)

In our Online Help, you'll see information on entering a request, using your My Request tab, Settings and User Guides.



Table of Contents

- [Welcome](#)
- [Entering a request](#)
- [My Requests](#)
- [My Settings](#)
- [User Guides](#)

In the User Guides, you'll see an interactive help movie where you can walk through the steps of entering in a new request. You'll also see a quick step guide as well as the manual for download again.



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