

Trip Direct Quick Step Guide for Requesters

1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Enter the account number **22388015** then click on Submit Organization.

- **If you have been to this website before and have entered a trip request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.**

Welcome! To begin, please enter your email address below.

Email Address

- 2) On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.

Welcome! To begin, please enter 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

- 3) Enter your 1st name then click submit (phone number, pager, etc. are optional)

- **HELPFUL INFORMATION:** To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on Create Shortcut. This will add an icon to your desktop. You can double click on this the next time you want to sign in.

First Name <input checked="" type="checkbox"/>	Last Name <input checked="" type="checkbox"/>
<input type="text" value="Mel"/>	<input type="text" value="And"/>
Email Address <input checked="" type="checkbox"/>	
<input type="text" value="meland1970@earthlink.net"/>	
Phone Number <input type="text"/>	Pager <input type="text"/>
Cellular Phone <input type="text"/>	
<input type="button" value="Submit"/>	

- 4) Click on Trip Request Tab to enter your request

Request Schedule Request Inventory Request **Trip Request** My Requests

complete the following form. If you have any questions please call 1343.

5) Fill out all boxes with a mark beside it.

Trip Name: The name of the trip (*Football Game, State Capitol Trip*)

Trip Destination: The city/town of when you arrive at your final destination.

Fill in the departure and return dates and times.

Budget Code: (*if available*), fill in the appropriate budget code that the trip will be charged to.

Check the box if you only want an estimate for the trip.

The 'Booking Details' form includes a 'Back to Top' link in the top right. It features a checkbox for 'Yes, submit for estimate only.' followed by a checked checkbox for 'Trip Name' and an empty text input field with a red warning message: 'Warning: Trip Name is required'. Below this is a checked checkbox for 'Trip Destination' with an empty text input field. The 'Location' field has a checked checkbox and a dropdown menu showing '-- Select Location --'. The 'Organization' field has a checked checkbox and a dropdown menu showing '-- Select Organization --'. The 'Trip Package' field has a checked checkbox and a dropdown menu showing '-- Select Trip Package --', with a 'View Trip Package' link to its right. The 'Departure Date' and 'Return Date' fields each have a checked checkbox, an empty text input field, and a calendar icon. The 'Departure Time' and 'Return Time' fields each have a checked checkbox and three dropdown menus. The 'Budget Code' field has a checked checkbox and a dropdown menu showing '-- Select Budget --'.

6) Click on the type of transportation that you would like to use to arrive at the trip destination. Check the box to put your name as the trip contact person or enter the appropriate information for another trip

The 'Transportation Type' section has a 'Back to Top' link in the top right and a checked checkbox for 'Click on the transportation type below that best suits your needs:'. It displays six options with icons: 'Activity Bus', 'Charter Bus', 'Mini-Van', 'School Bus' (with a red 'OK' circle), 'Trip Support Vehicle', and 'Wheelchair Equipped Vehicle'. The 'Trip Contact' section has a 'Back to Top' link in the top right and a checked checkbox for 'Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.'. It includes three checked checkboxes for 'First Name', 'Last Name', and 'Email', each followed by an input field containing 'Melinda', 'Administrator', and 'melinda@dude.com' respectively.

contact.

7) Enter any faculty or adults that will be supervising the trip. Also indicate the number of students attending the trip. Boxes without the check mark are optional. The submittal password for the trip request is **tripdirect**

The 'Security' section has a 'Back to Top' link in the top right. It features a checked checkbox for 'Password' followed by an empty text input field and a 'Forgot Password?' link. Below the input field is a 'Submit Request' button. At the bottom, there is a link: 'To view uploaded consent form, Please click here.'

