

Directions on how to make a request for Facilities & Fields On-line

- Using the link provided go to www.myschoolbuilding.com
- Enter in Organization account number 87065101 and then click submit organization.
- You will be taken to the “Mt. Olive BOE Operations Department” where you will be asked to enter in your e-mail. Enter your e-mail then click submit.
- If you are a new user it will indicate that it cannot find your e-mail address and to either correct your e-mail or enter in your last name if you are a new user. Since you will be a new user enter in your last name then click submit.
- You will then be asked to fill out your first name and other contact information. Please fill this information out fully so that we have you on file.
- You will then start on the Mount Olive BOE Maintenance Request page. Do not type any information here. Instead look at the tabs on the top of the page. In order they should appear as “Maint Request”, “IT Request”, “Schedule Request”, “My Request”, “Settings”, and “Help”. Please click on “Schedule Request”.
- This should bring you to three choices for scheduling which are “Normal Schedule”, “Recurring Schedule”, and “Irregular Schedule”. Please choose the one that best describes your request (just click one of the pictures that describes your request).
- You will then be brought to a page that wants you to detail your request. Please provide an event title – choose your dates and locations (When choosing your location the room must be highlighted in blue before you continue. To highlight your room just simply click on it.) – input your organization information – and your insurance information. *For field requests please do not select an “area” skip the area information and go straight to location instead*
- When you have finished your request and come to the bottom of this page please enter the following password in order to submit your request and save your changes. The password is myrequest (lowercase letters only).
- Click the Save button to submit your request. You have now successfully submitted an online request. You will receive a response to your request via e-mail within three to five days. (Requests made between August 8th and August 31st may have a delay in response time due to the large amount of requests this department will receive.)

Questions? Stumped with this new system?

Then e-mail the recreation department at recdept@mtolivetwp.org

(Please be sure to fill out and return the permit application that was provided on the website)