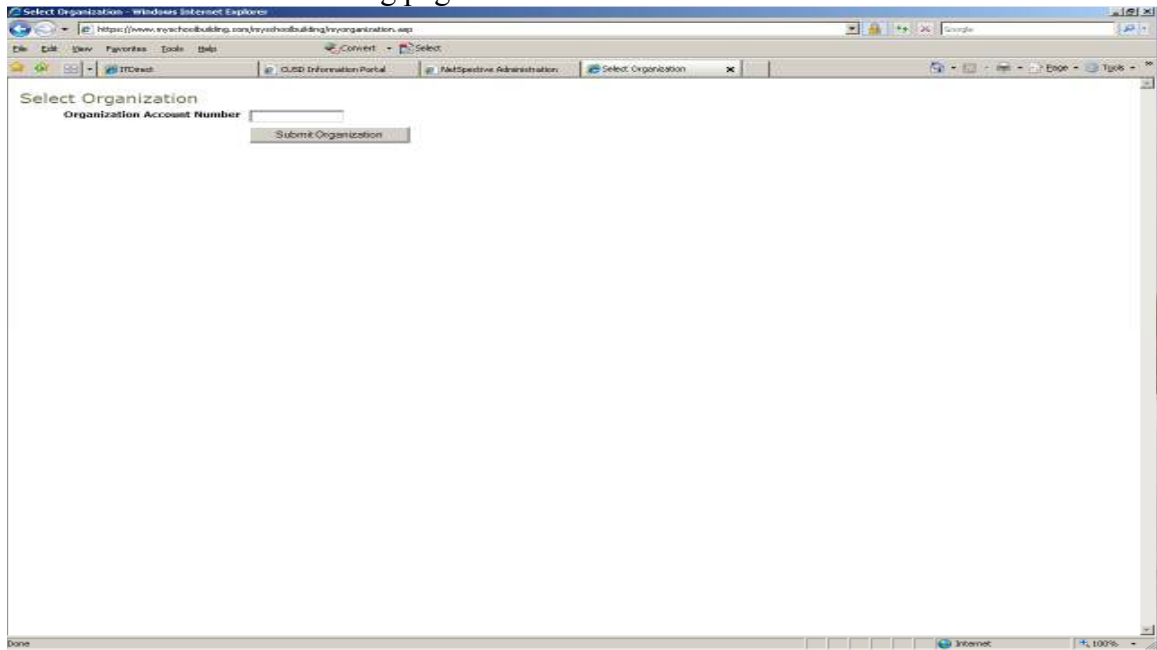


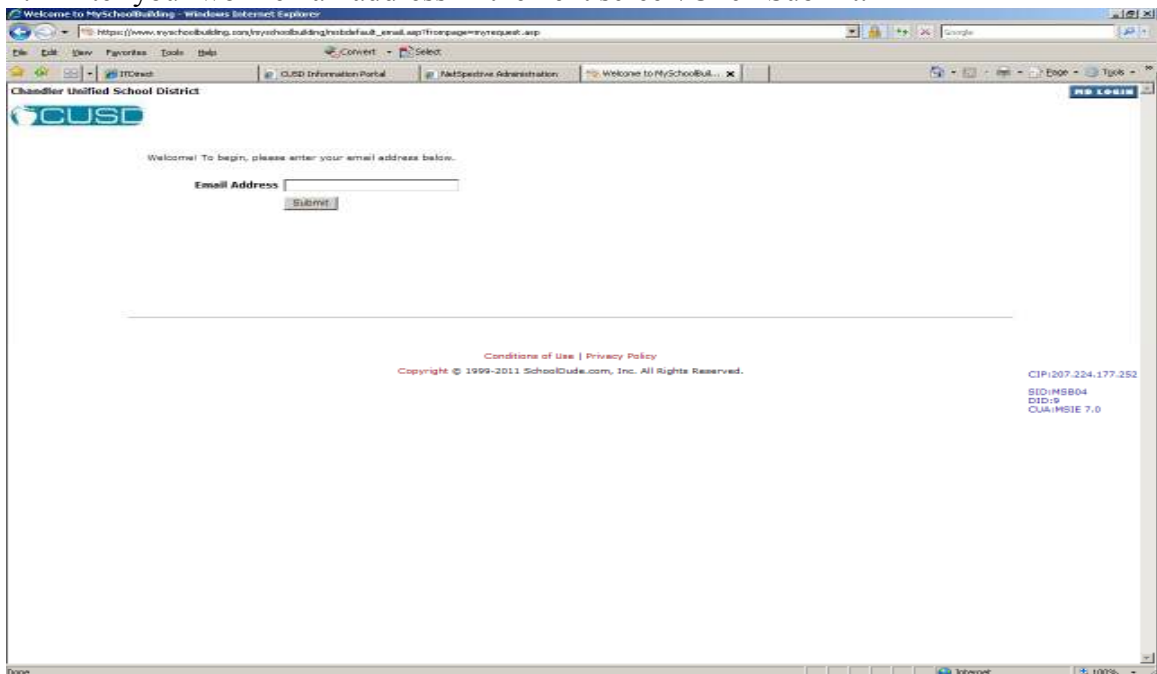
To Setup Your Account with SchoolDude

1. Go to www.myschoolbuilding.com
2. You will see the following page:



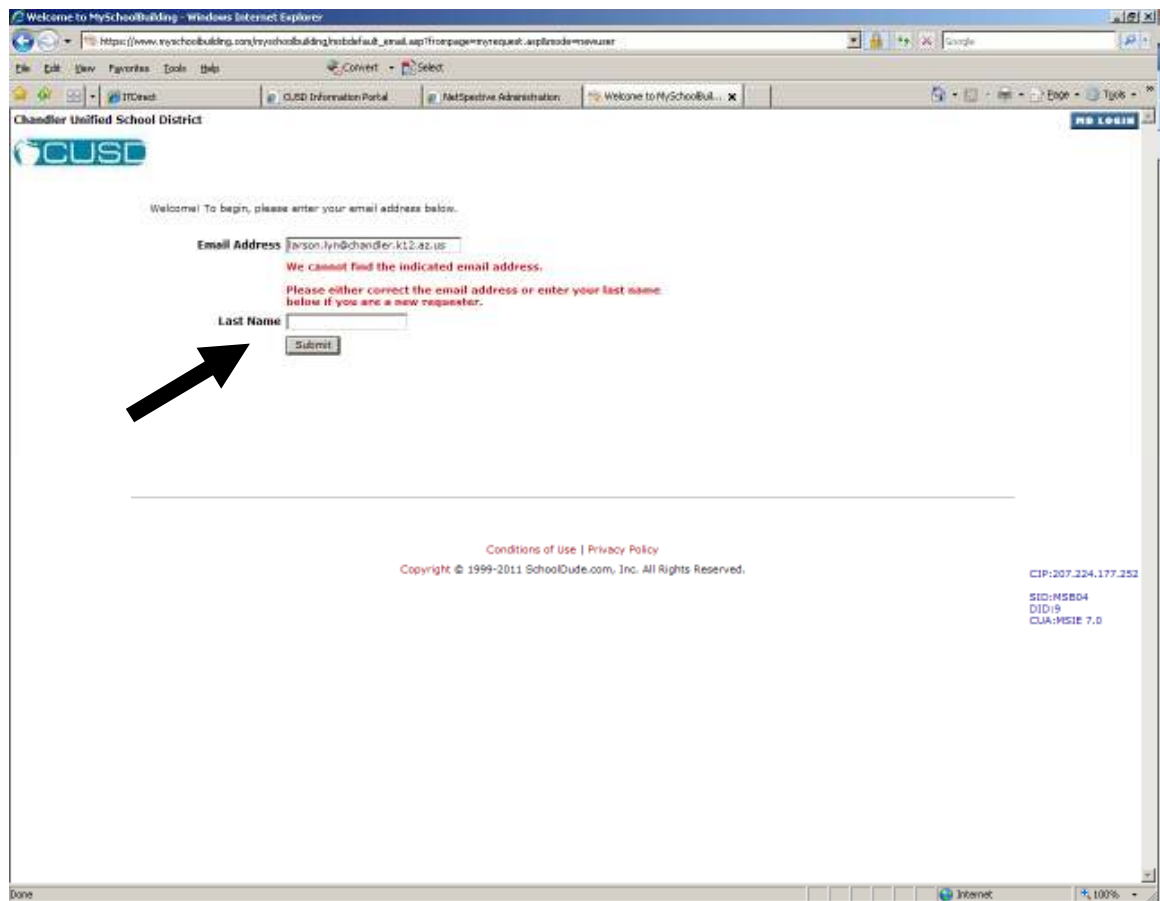
The screenshot shows a web browser window titled "Select Organization - Windows Internet Explorer". The address bar displays the URL: <https://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp>. The page content includes the heading "Select Organization" and a form with the label "Organization Account Number" and a "Submit Organization" button. The browser's taskbar shows several open tabs, including "CUSD Information Portal" and "Select Organization".

3. Our Organization Account Number is **594701301/Click Submit**
4. Enter your work email address in the next screen/Click Submit:



The screenshot shows a web browser window titled "Welcome to MySchoolBuilding - Windows Internet Explorer". The address bar displays the URL: https://www.myschoolbuilding.com/myschoolbuilding/trsdefaut_email.asp?frompage=myrequest.asp. The page content includes the "Chandler Unified School District" logo, a "Welcome! To begin, please enter your email address below." message, and a form with the label "Email Address" and a "Submit" button. The browser's taskbar shows several open tabs, including "CUSD Information Portal" and "Welcome to MySchoolBul...".

When you enter your email address, it will not recognize it if you've never been setup before, so you will see this screen:



The screenshot shows a web browser window titled "Welcome to MySchoolBuilding - Windows Internet Explorer". The address bar shows the URL: https://www.myschoolbuilding.com/myschoolbuilding/hsbdefault_email.asp?frompage=myrequest.applnode#newuser. The page content includes the Chandler Unified School District (CUSD) logo and a login form. The form has two input fields: "Email Address" and "Last Name". The "Email Address" field contains the text "erson.lyndschandler.k12.az.us". Below this field, a red error message reads: "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." The "Last Name" field is currently empty. A black arrow points to the "Last Name" field. A "Submit" button is located below the "Last Name" field. At the bottom of the page, there is a footer with the text "Conditions of Use | Privacy Policy", "Copyright © 1999-2011 SchoolDude.com, Inc. All Rights Reserved.", and a list of identifiers: "CIP:207.224.177.252", "SID:MSBD4", "DID:9", and "CUA:MSIE 7.0".

Enter your last name in the "Last Name" field and click "Submit"

Then it will take you to a screen to input all your personal information, which will setup your account with SchoolDude.

Chandler Unified School District

Indicates required information.

First Name

Last Name

Email Address

Phone Number

Pager

Cellular Phone

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

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CIP:207.224.177.252
SID:MSB04
DID:9
CUA:MSIE 7.0