

# Reserving a Room at Wilson

1. Go to <https://login.myschoolbuilding.com/msb?acctNum=1595129856> and click REQUEST TO USE MY SCHOOL BUILDING



2. On this screen, enter your email and click SUBMIT.

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**Tulsa Public Schools**




Got a problem? Email us

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

Email Address

3. This page gives you several options. Pick **NORMAL SCHEDULE**.

Tulsa Public Schools SchoolDude apps - Application Links - Logout

 How to Submit a Facility Use Request  
Got a problem? Email us

Schedule Request | My Requests | Settings HELP

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New Schedule

**Normal Schedule**


- Single date
- Multiple dates
- Same location/areas

**Recurring Schedule**

- Daily
- Weekly
- Monthly
- Same location/areas

**Irregular Schedule**

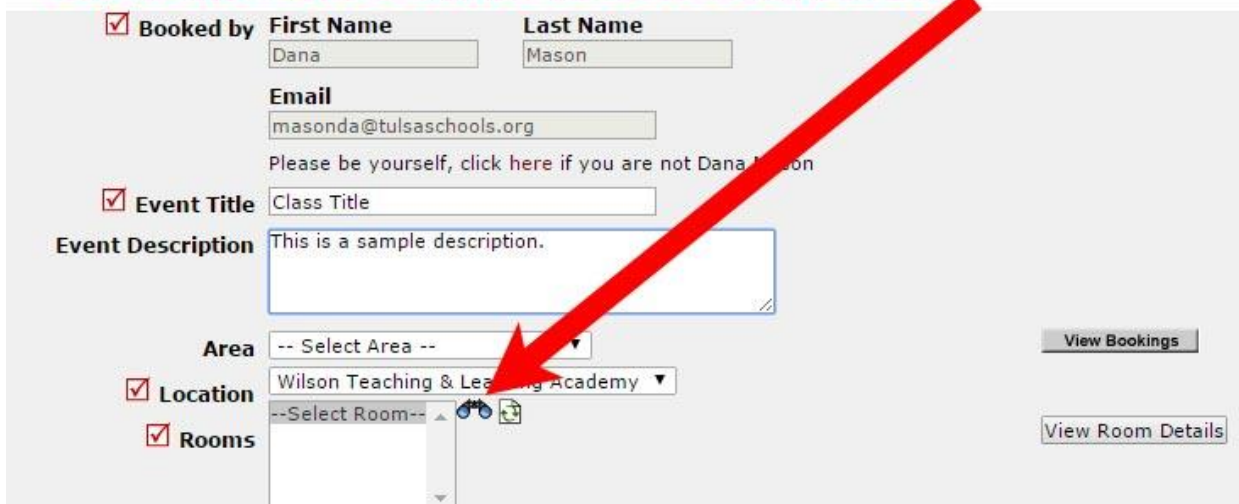
- Single date
- Multiple dates
- Multiple Rooms/areas



4. Once **Normal Schedule** has been selected, you will be taken to a form that asks specific information about your reservation request. Remember **Red Check-Box Fields MUST be filled out** or your request will NOT be processed.

5. Even though it is not a required entry, please fill out a description for the event. Leave the **Area** field blank. Select **LOCATION**, and then click on the BINOCULARS icon beside the **ROOMS** question. This will pull up a list of rooms. Pick one (even if you don't care which room you get, it's still a required question) and then scroll to the bottom of the popup window and click OK. **It's important to note that selecting a specific room doesn't guarantee you will get that room as room assignments are subject to change.**

## Click the Binoculars to select a Room



Booked by **First Name** Dana **Last Name** Mason


**Email**  
masonda@tulsaschools.org  
Please be yourself, click here if you are not Dana Mason

**Event Title** Class Title

**Event Description** This is a sample description.

**Area** -- Select Area -- View Bookings

**Location** Wilson Teaching & Learning Academy

**Rooms** --Select Room--  View Room Details

6. Continue filling out all required sections. When you get to the **ORGANIZATION** section, you will pick your department or school by clicking the binoculars icon. This will bring up an alphabetized list which you can select from. Selecting a department or school from this list will auto-populate the other fields in this section. If you cannot find your organization in the list, you can type in in the NEW field if you need to (but this will not auto-populate the other fields, so don't forget to fill those out!)

The image shows a screenshot of a web form with an organization lookup pop-up window. The main form has sections for 'Additional Information', 'Organization Information', and 'Insurance Information'. The 'Organization Information' section includes a dropdown menu for 'Organization', a 'Contact Name' field, and checkboxes for 'First Name', 'Last Name', and 'Email'. A red arrow points from the binoculars icon in the 'Organization' dropdown to the pop-up window. The pop-up window, titled 'Organization Lookup', shows a 'Quick Search' field, a list of 12 organizations, and a 'Close this window' button. The list of organizations includes: Webster Class of 95', Webster High School, West Side Alliance Soccer Club, West Tulsa Outreach, Whitman Elementary, Will Rogers Class of 1964, Will Rogers Class of 1965, Will Rogers Class of 1970, Will Rogers Class of 2005, Wilson Teaching and Learning Academy, Woodlake Church, and WRHS 1975 40th Reunion.

**Click the Binoculars to choose ORGANIZATION**

**A pop-up window will appear - select your organization from the alphabetized list**

7. Finally, at the bottom of the form, it asks for a password. That password is **password**. Once you have filled out the form, click on **SAVE**. Once submitted, you will receive an email regarding the status of your request.

The image shows the bottom section of the form, including the 'Other Needs' field, the 'Event Visibility' section, and the 'Password' field. The 'Event Visibility' section has a label 'Display events on the facilities use calendar' and radio buttons for 'Yes' and 'No'. The 'Password' field has a label 'Password' and a 'Forgot Password?' link. At the bottom, there are 'Save' and 'Reset' buttons.

**Other Needs**

**Event Visibility** Display events on the facilities use calendar Yes  No

**Password**  [Forgot Password?](#)