



1. Go to <https://login.myschoolbuilding.com/msb>
2. Click the “Register Here” text to expand the registration form.
3. Enter 1376978944 for the account number.
4. Fill in the rest of the details.
5. Click register.
6. Fill in the work request details.
7. Enter “Wilmette” for the submittal password.
8. Click submit.