



Facilities Management eXpress

Northridge Local Community Member/Booster Groups Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to <https://nrls.gofmx.com/register>.

Step 2: Fill out the community member registration form. (Please note that all fields are required.)

Step 3: After filling out the form you will be sent an email with a confirmation link. Simply click the link to confirm your account and log in.

Step 4: Submit a current copy of your liability insurance to the Northridge Local School District. This is required to enable your account for schedule requests.

Login to FMX

Step 1: Open an internet browser and navigate to <https://nrls.gofmx.com>.

Step 2: Log in with the email address and password you selected earlier.

Create a Schedule Request

Step 1: Click Schedule Requests in the left sidebar, then click New request.

Step 2: Enter the required fields (marked with an asterisk) and click Save to submit the schedule request (see picture below).

Step 3: Check your email for your request confirmation and a link to check the status of your request. New requests will have a "Pending" status until they have been approved by the Principal and the Facilities Department.

New Schedule Request

Requests > New Schedule Request

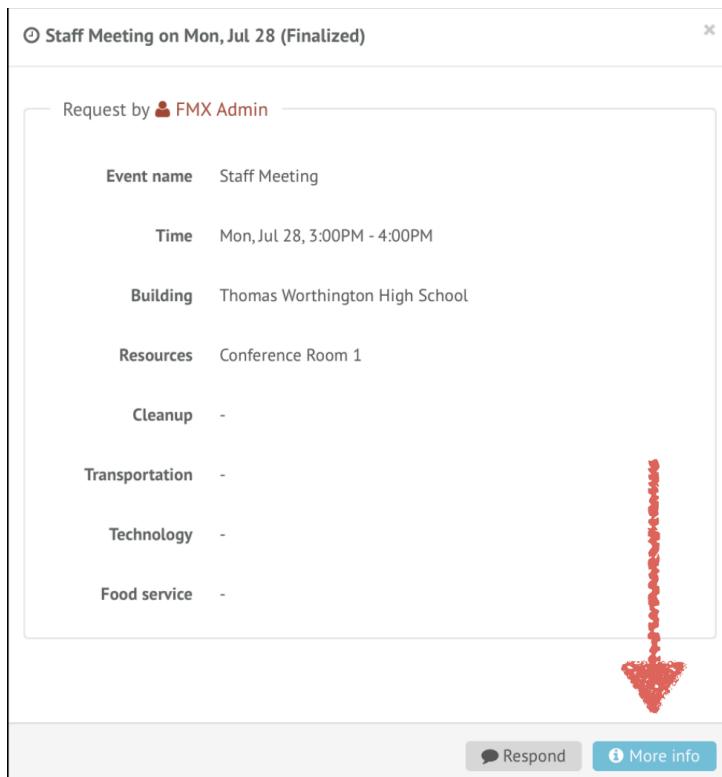
Request

- * Request type
- * Event name
- * Buildings
- Resource types
- * Resources
- * Starts All day


Edit a Schedule Request

Step 1: Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click Details (from the grid) or click More info and then Details (from the calendar, see picture below).

Step 2: After making the necessary editing changes click Save.



Staff Meeting on Mon, Jul 28 (Finalized)

Request by  FMX Admin

Event name	Staff Meeting
Time	Mon, Jul 28, 3:00PM - 4:00PM
Building	Thomas Worthington High School
Resources	Conference Room 1
Cleanup	-
Transportation	-
Technology	-
Food service	-

[Respond](#) [More info](#)

Respond to a Schedule Request

Step 1: Find the schedule request you wish to respond to (on the calendar or in the schedule requests grid), then click Respond.

Step 2: Enter a response (see picture below).

Step 3: Click Save to send your response. This will generate an email notification to all users involved with the request.

Staff Meeting on Mon, Jul 28 (Finalized)

Request by **FMX Admin**

Event name Staff Meeting

Time Mon, Jul 28, 3:00PM - 4:00PM

Building Thomas Worthington High School

Resources Conference Room 1

Cleanup -

Transportation -

Technology -

Food service -

[Respond](#) [More info](#)

Staff Meeting on Mon, Jul 28 (Finalized)

Response

* **Response** The laptop & projector have been set up for the presentation.

Request by **FMX Admin**

Event name Staff Meeting

Time Mon, Jul 28, 3:00PM - 4:00PM

Building Thomas Worthington High School

[Save](#) [Cancel](#)