Northgate School District Requester Schedule Request Guide

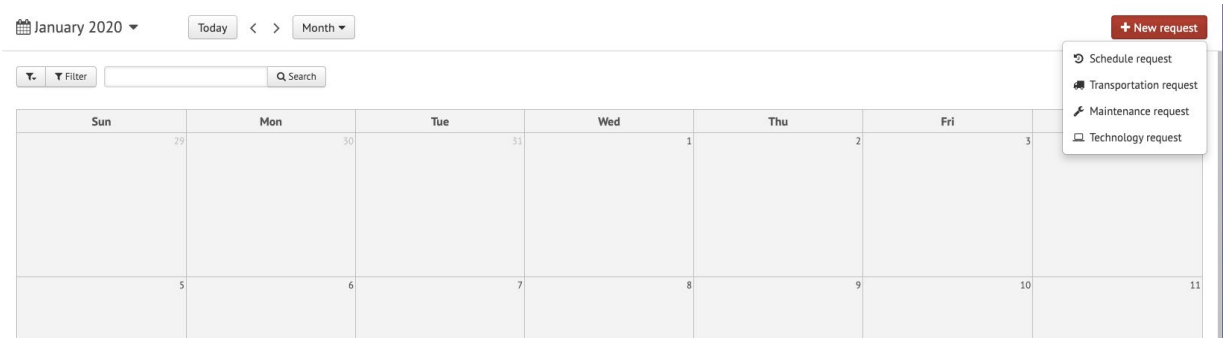
Login to FMX

Step 1: Open an internet browser and navigate to (northgatesd.gofmx.com)
Step 2: Log in with the following credentials:

- Email
- Password
  Note You may also use your Northgate Google single sign on

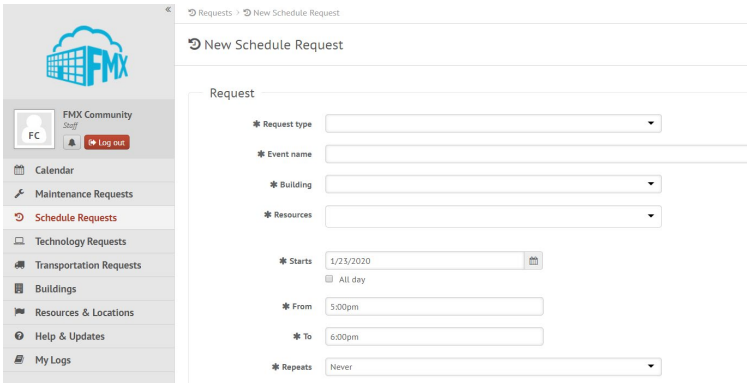
Create a Request (Shortcut)

Step 1: Click **New request** in the right top corner of the calendar page.
Step 2: Choose the request type you would like to submit from the drop down list (see picture below).



Create a Schedule Request

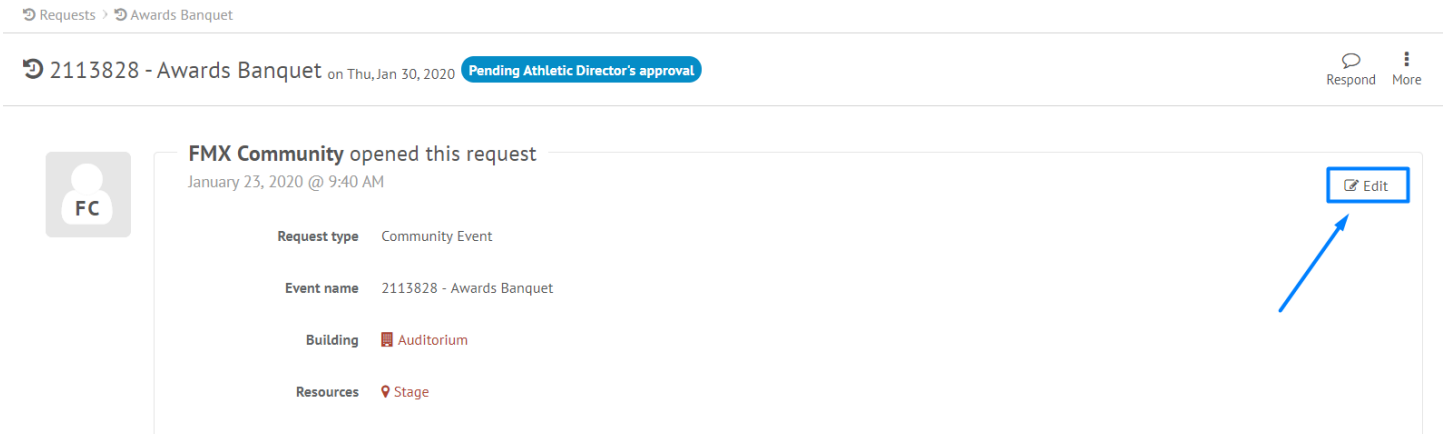
Step 1: Click **Schedule Requests** in the left sidebar, then click **New request.**



Step 2: Enter the required fields (marked with an asterisk) and click **Submit** to submit the schedule request.
Step 3: Check your email for your request confirmation and a link to check the status of your request. New requests will either be finalized or move on to a "Pending" state if they will be approved.

Edit a Schedule Request

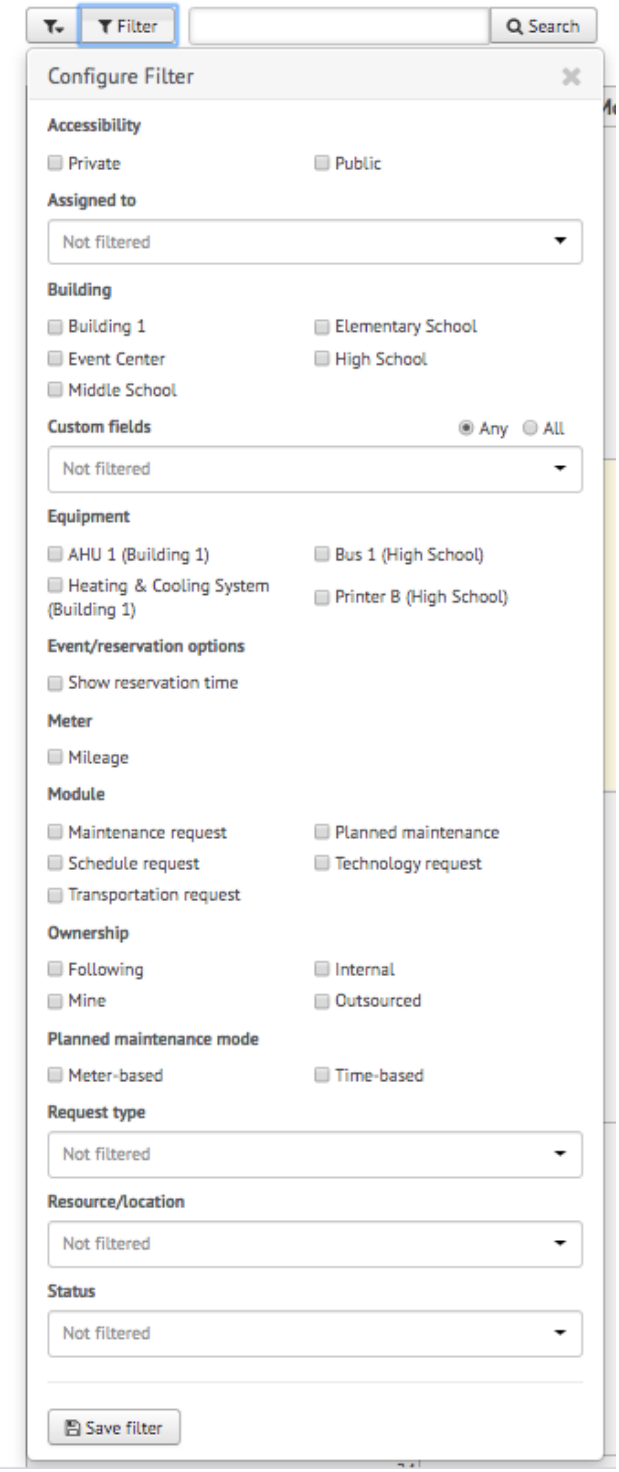
Step 1: Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click the **Edit** icon (from the grid) or click **on the request** and then click the **Edit** icon (from the calendar, see picture below).



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

Filter in Calendar View

Step 1: Click the Filter button above the calendar view and select the filter you would like:

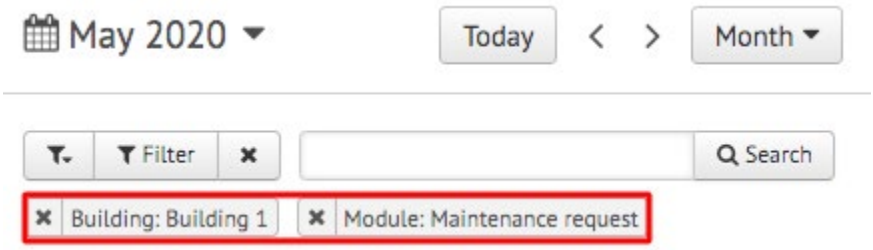


NOTE: You may choose more than one filter at a time

Remove Filters

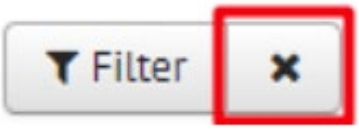
If you're having trouble locating certain requests, events, or other information on your FMX calendar or in your FMX grids it could be because you have a filter selected that is hiding the information you're looking for.

You can see the filters that have been applied by looking underneath the Filter and Search bar:

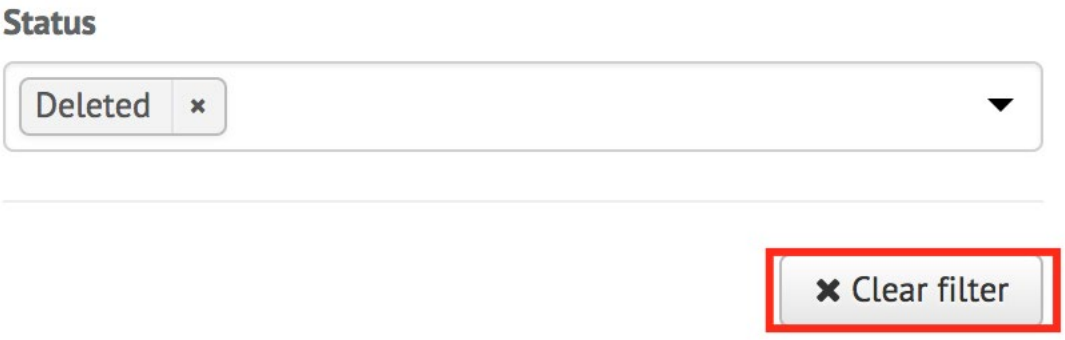


Remove All Filters

To quickly remove all of the filters that are currently selected, click on the "x" attached to the filter button:

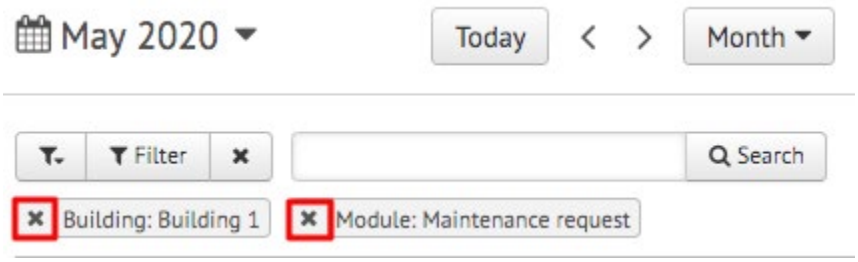


Another way to remove filters is to click on the "Filter" button and choose "Clear Filter" at the bottom of the page:



Remove a Single Filter

To remove filters one at a time, click on the "x" button next to the filter(s) you would like to remove:



Save Filters

To save your current filters for future use, click the button at the bottom that says "Save Filter":



Then type in the name of this saved filter. Once done, click the checkmark to save:

