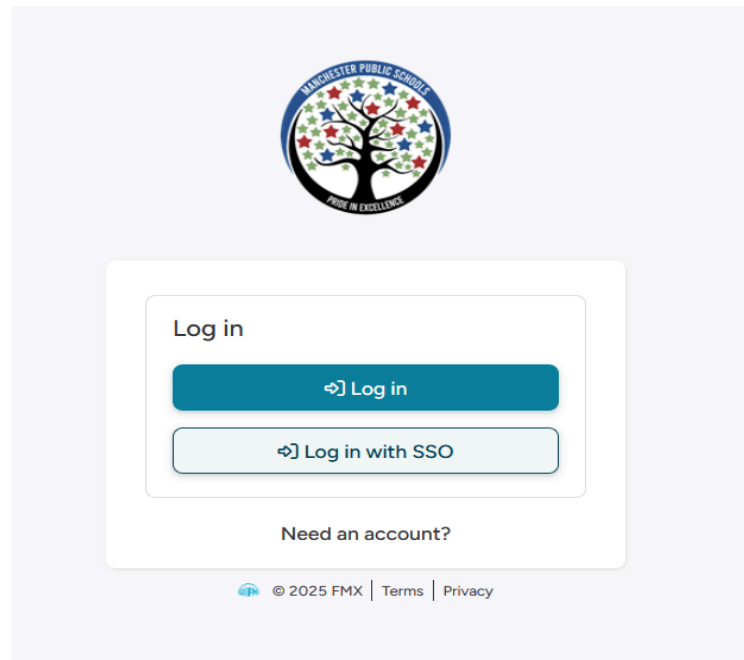
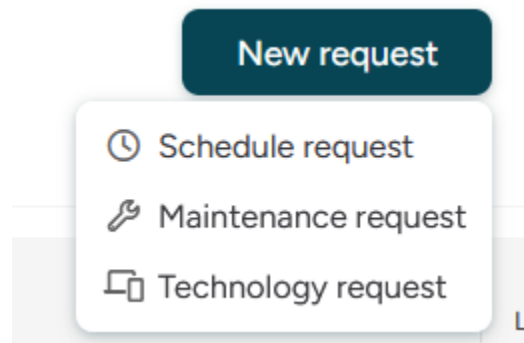


## Submitting an IT Technology Request with FMX

1. Login to the FMX portal with SSO and enter in your email address and password  
<https://mpspride.gofmx.com>



2. After you login, click on New Request and select Technology Request from the menu



3. On the Technology Request form, enter in the following information.
  - A. select a request type from the drop down menu.
  - B. Request Field: Enter in the subject for the request
  - C. Select what building the request is for. If you are a user that is in multiple buildings, choose District Wide.
  - D. Location: Enter in your location / office / classroom you are in
  - E. On behalf of: if you are entering a request for another user, choose them from the list
  - F. Followers: enter in the person(s) you also want to get status updates for the request
  - G: Enter in your phone number or extension
  - H: Enter the details of your request / issue in the description field
  - I: Upload any attachments you want on the request and then hit submit

Request

\* Request type

\* Request

\* Building

Location


On behalf of

Followers

Phone Number

\* Description

[A Formatting guide](#) [Show preview](#)

Attachments  

4. Once the request is submitted, the request will be in the system and will get routed to IT staff members associated with the buildings you put the request in for. You will also receive an email from the system with your request details. You can respond to the technician by replying to the email or logging into the portal. Once your request has been completed, you will receive another email along with the resolution.