

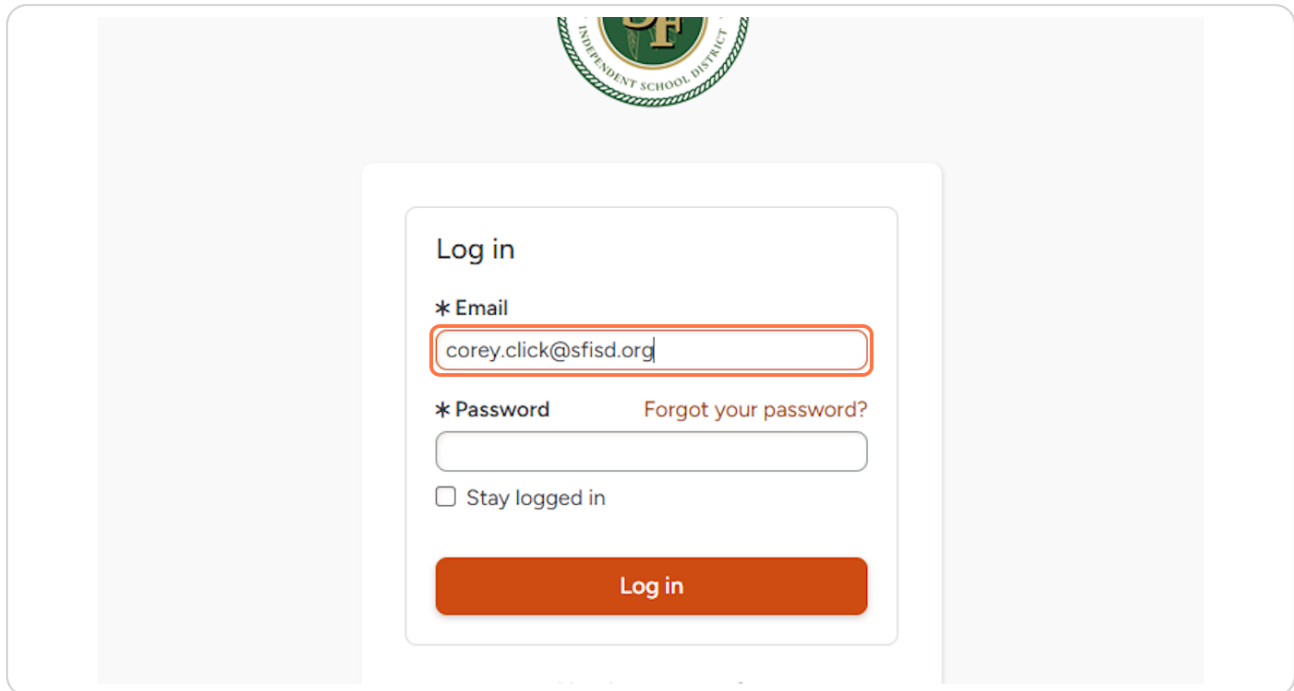
How to Submit a FMX Technology Request





STEP 1

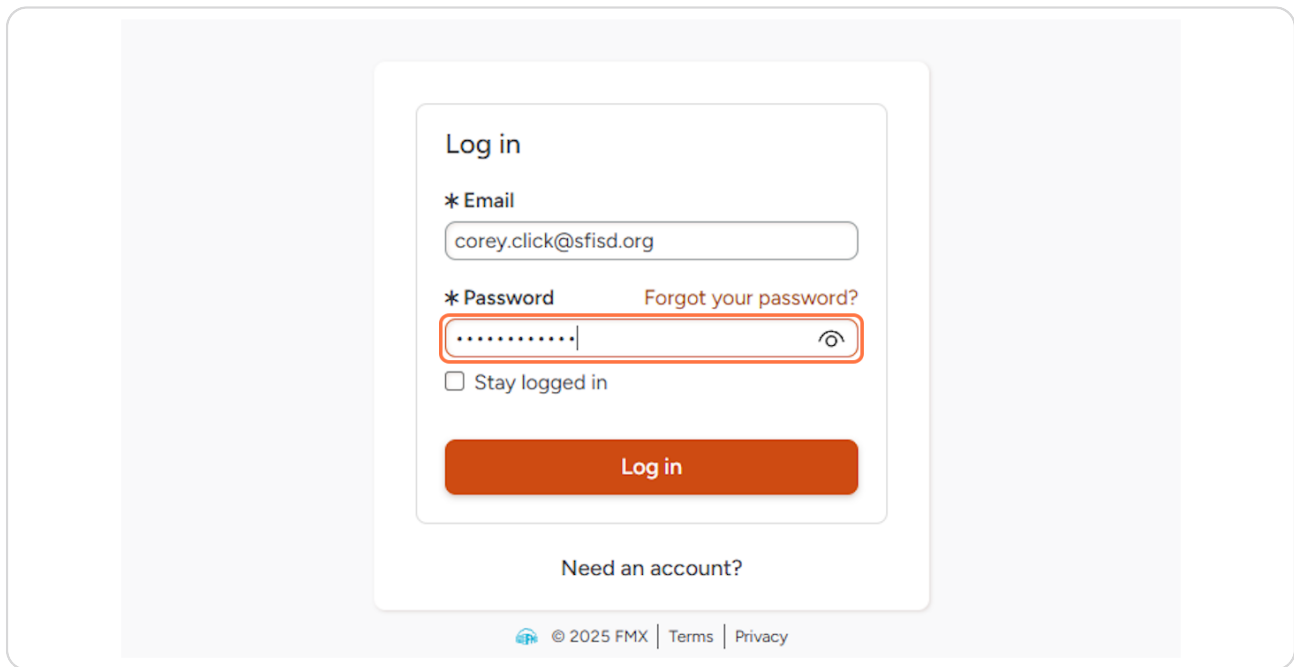
Type "your email address "



The screenshot shows the login interface for the Independent School District (ISD). At the top center is the ISD logo, which is a green circular seal with a gold border and the text "INDEPENDENT SCHOOL DISTRICT" around the perimeter. Below the logo is a white rectangular login form. The form has a title "Log in" at the top. It contains two main input fields: one for the email address, labeled "* Email", and one for the password, labeled "* Password". The email field is currently filled with the text "corey.click@sfisd.org" and is highlighted with a red rectangular border. To the right of the password field is a link that says "Forgot your password?". Below the password field is a checkbox labeled "Stay logged in". At the bottom of the form is a large orange button with the text "Log in" in white.

STEP 2

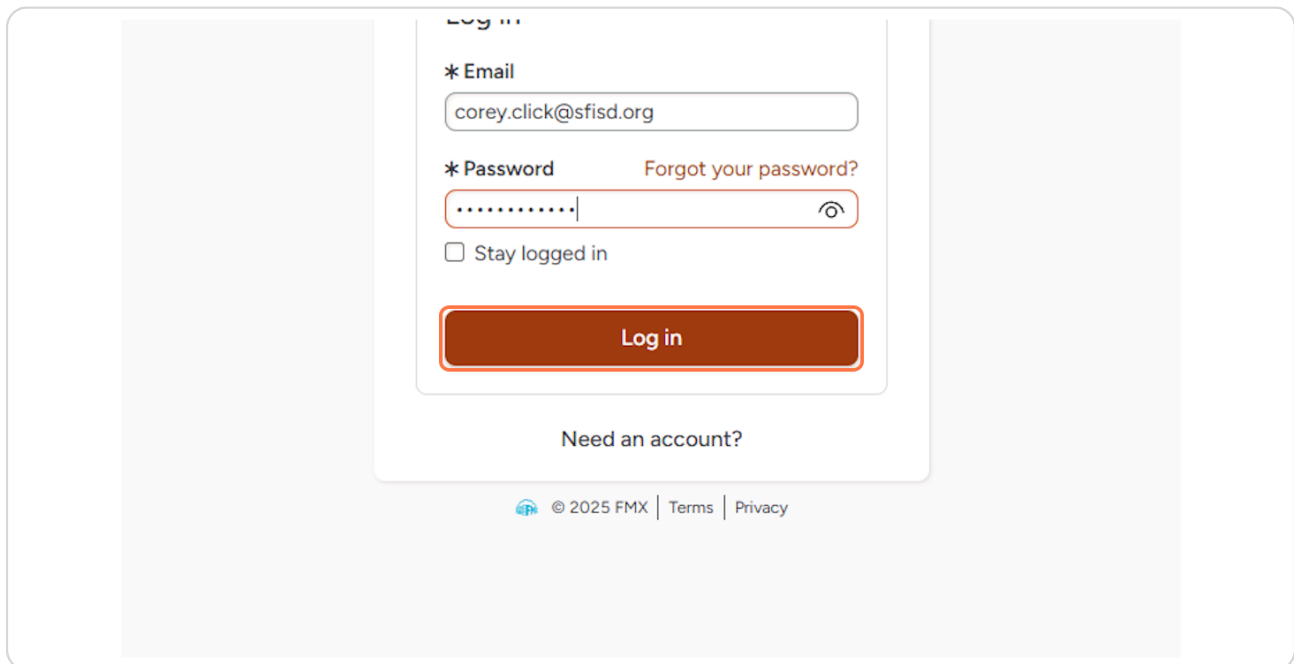
Type password



A screenshot of a login form titled "Log in". The form is centered on a light gray background. It contains the following elements: a label "* Email" above a text input field containing "corey.click@sfsd.org"; a label "* Password" above a password input field containing ".....", with a "Forgot your password?" link to its right; a checkbox labeled "Stay logged in" below the password field; and an orange "Log in" button. The password input field and its label are highlighted with a red border. Below the form is the text "Need an account?". At the bottom, there is a footer with a small icon, "© 2025 FMX", and links for "Terms" and "Privacy".

STEP 3

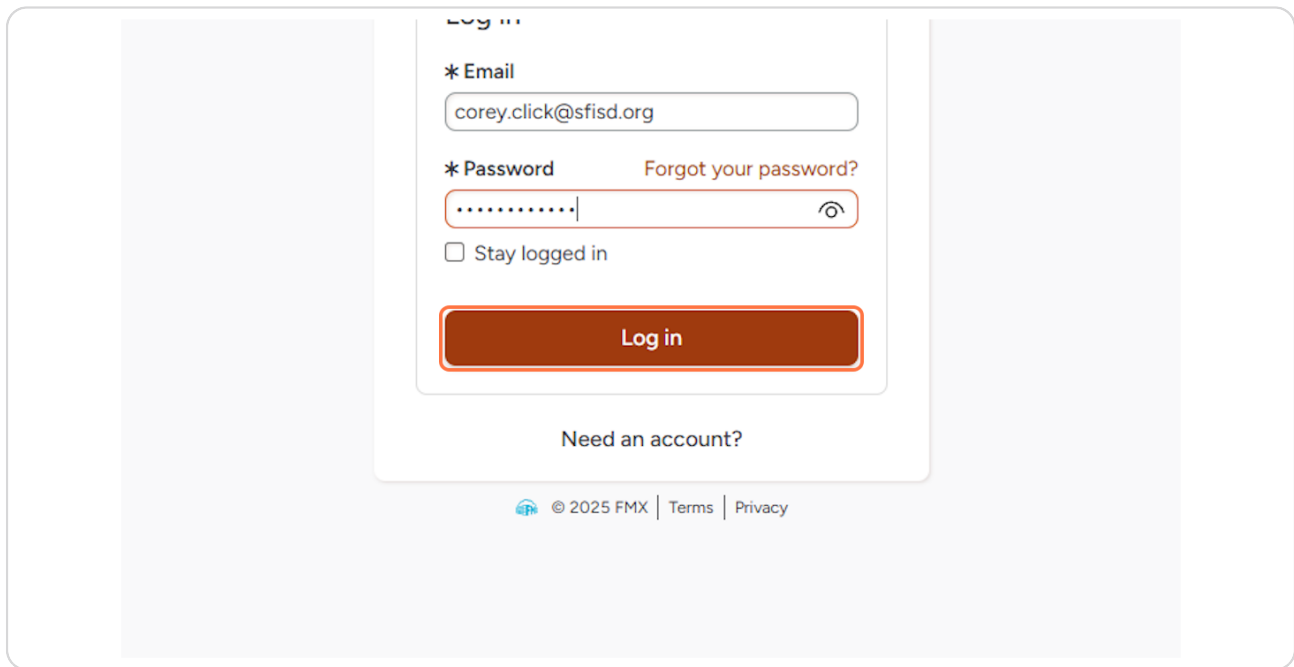
Click on Log in



A screenshot of the same login form as in Step 2. In this step, the orange "Log in" button is highlighted with a red border. All other elements, including the email and password fields, the "Stay logged in" checkbox, and the footer, remain the same.

STEP 4

If you do not have an account, select "Need an Account"



Log in

* Email
corey.click@sfisd.org

* Password [Forgot your password?](#)
.....

☐ Stay logged in

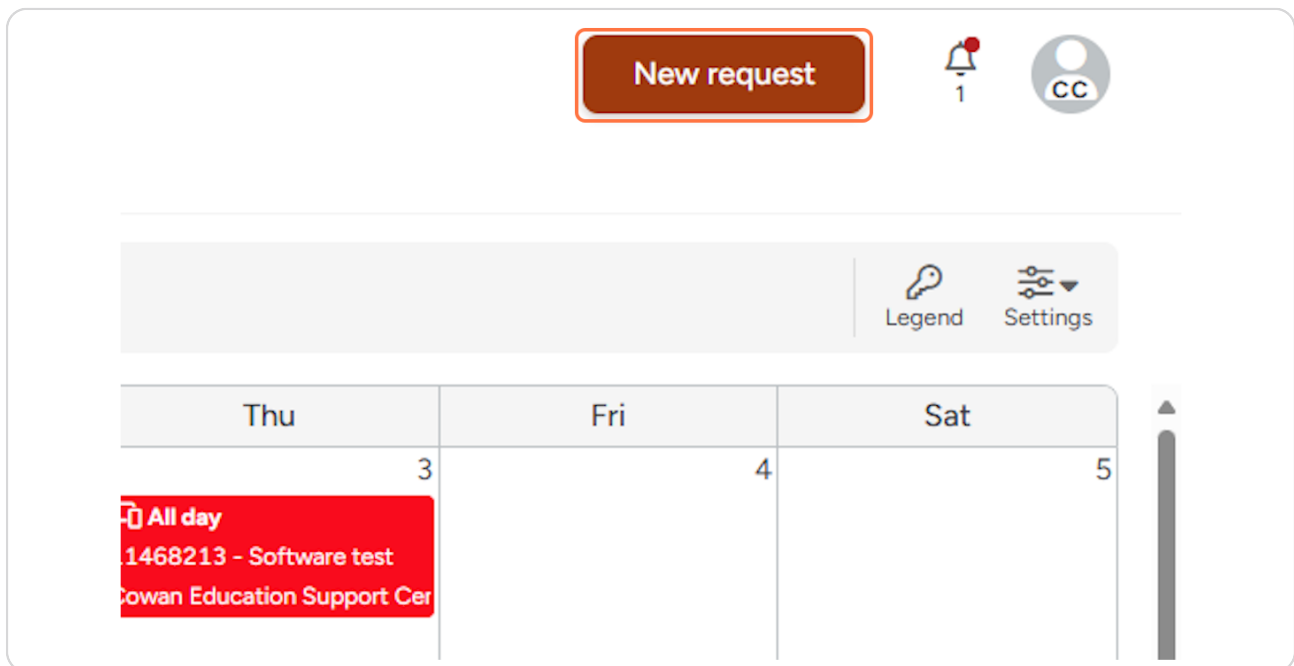
Log in

Need an account?

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STEP 5

Click on New request



New request

1

CC

Legend Settings

Thu	Fri	Sat
3	4	5
All day 1468213 - Software test Cowan Education Support Cer		

STEP 6

Click on Technology request

The screenshot shows a dashboard interface. At the top, there is a 'New request' button. A dropdown menu is open from this button, showing three options: 'Schedule request', 'Maintenance request', and 'Technology request'. The 'Technology request' option is highlighted with a red border. To the right of the dropdown, there is a notification bell icon with the number '1' and a user profile icon labeled 'CC'. Below the dropdown, there are 'Legend' and 'Settings' links. The main part of the dashboard is a calendar view. The calendar shows three days: Thursday (3), Friday (4), and Saturday (5). On Thursday, there is a red event block labeled 'All day' and '68213 - Software test'.

STEP 7

Click on Request type

The screenshot shows the 'New Technology Request' form. The title is 'New Technology Request'. Below the title, there is a breadcrumb trail: 'Technology Requests > New'. The form has a sidebar on the left with a vertical scrollbar. The main content area is titled 'Request'. It contains four fields, each with a red asterisk indicating it is required: '* Request type', '* Request', '* Building', and '* Location'. The '* Request type' field has a dropdown menu open, showing a list of request types. The first option, 'Allow/Block Website', is highlighted with a red background. The other options in the list are 'Apps for iPads', 'Audio Visual (Digital Displays, Marque', 'Classroom Software', 'Classroom Technology (Projectors, Di', and 'Computer System / Control System'.

STEP 8

For example click on Computer System/Carted Laptop

Technology Requests > New

Request

* Request type

* Request

* Building

* Location

On behalf of

Equipment

* Due

* Conference Time

* Extension

* Description

STEP 9

Type "A Request Name" I used Slow Laptop you can use anything

New Technology Request

Technology Requests > New

Request

* Request type

* Request

* Building

* Location

On behalf of

Equipment

* Due

* Conference Time

* Extension

* Description

STEP 10

Select your Building

Technology Requests > New

Request

* Request type Computer System/Carted Laptop

* Request Slow laptop

* Building

* Location Jr High Annex (Gym)
Junior High

On behalf of Junior High Field House
Junior High Gym

Equipment Kubacak Elementary School
Old Maintenance Shop
Old School Museum
Paper Storage Building

* Due

* Conference Time

* Extension

* Description

STEP 11

If location is not in the Dropdown list please select "Other"

* Building Junior High

* Location Football Field
Gym
Kitchen
Library
Lobby
Other
Parking Lot
Restroom

On behalf of

Equipment

* Due

* Conference Time Other

* Extension

* Description

STEP 12

Then in the other location you can type "classroom number"

New Technology Request

Technology Requests > New

*** Request**

*** Building**

*** Location**

*** Other location**

On behalf of

Equipment

*** Due**

*** Conference Time**

*** Extension**

*** Description**

STEP 13

Click on Due date for 30 days out.

*** Building**

*** Location**

*** Other location**

On behalf of

Equipment

*** Due**

*** Conference Time**

*** Extension**

*** Description**

< July 2025 >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

STEP 14

If you want technology to look at your issue during your conference time please put a Time and not 2nd period. Or if you dont care what time just put "ANY"

* Building	Junior High
* Location	Other
* Other location	201
On behalf of	
Equipment	
* Due	7/31/2025
* Conference Time	1:15 - 2:15
* Extension	
* Description	

STEP 15

Enter your extension if possible

* Location

* Other location

On behalf of

Equipment

* Due

* Conference Time

* Extension

* Description

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

STEP 16

In the Description field please put as much details as possible.

On behalf of

Equipment

* Due

* Conference Time

* Extension

* Description

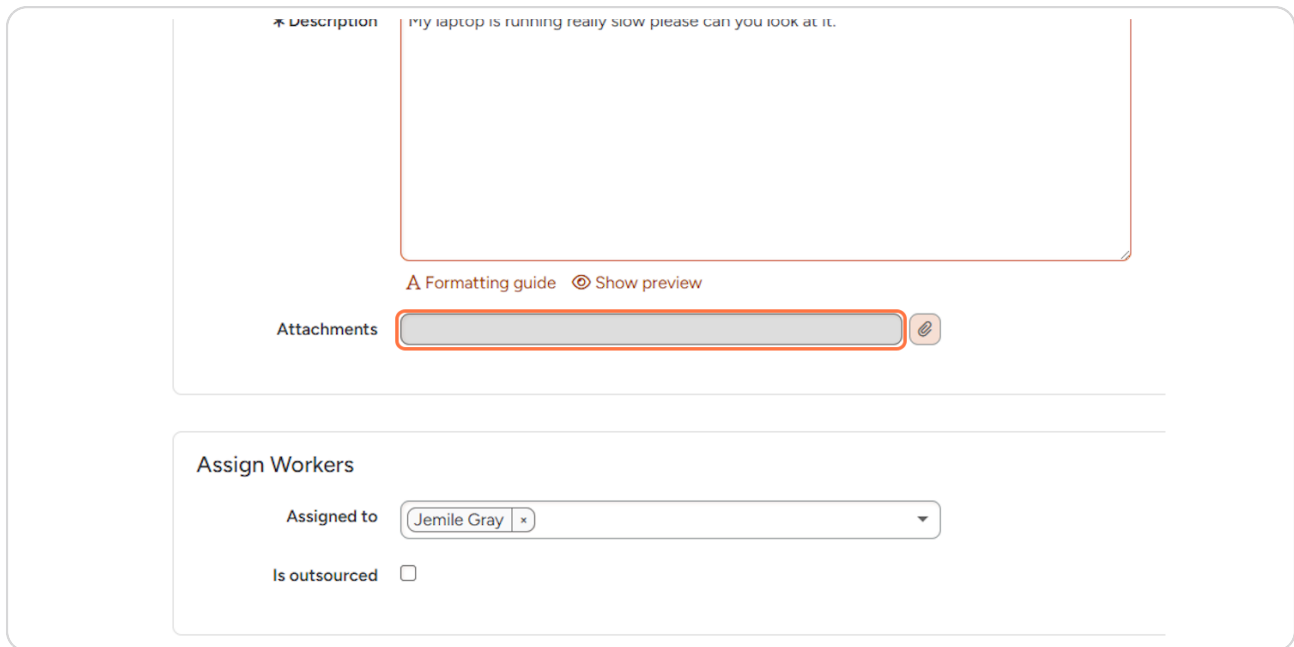
My laptop is running really slow please can you look at it

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

Attachments

STEP 17

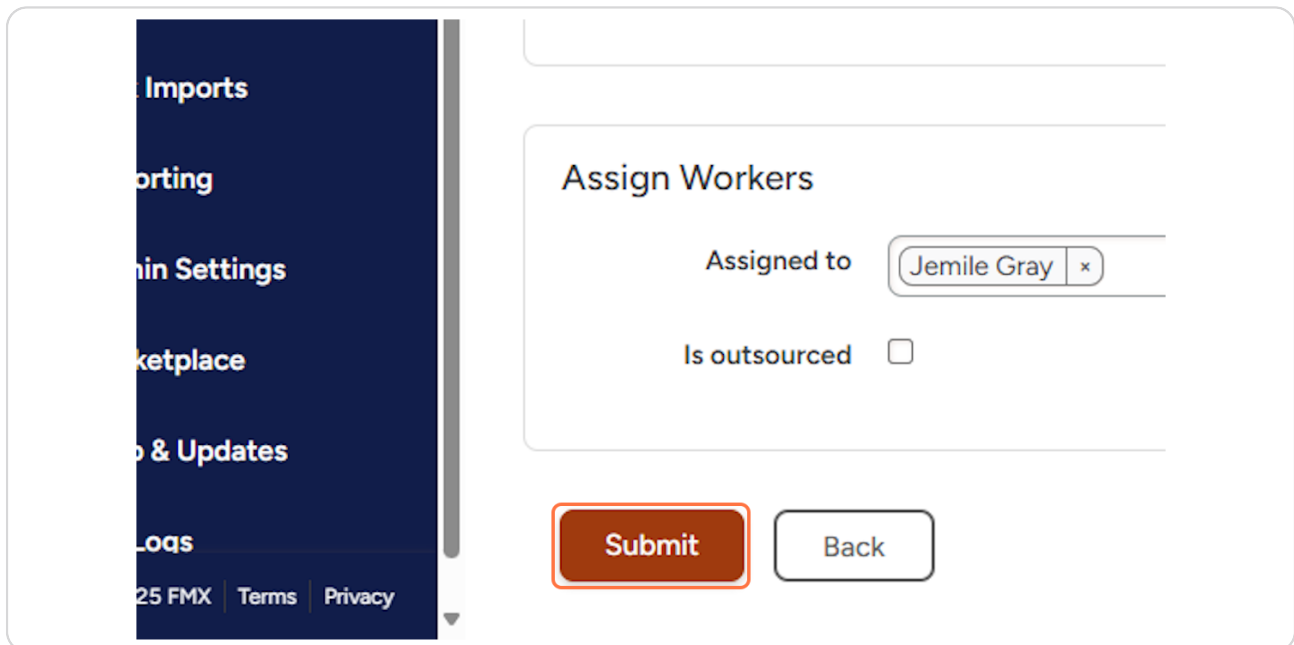
If you have a screen shot or picture of your issue you can upload it here.



The screenshot shows a support ticket form. The 'Description' field contains the text: 'my laptop is running really slow please can you look at it.' Below the description field are links for 'Formatting guide' and 'Show preview'. The 'Attachments' section has a red rectangular box highlighting the upload area, which includes a file icon. Below this is the 'Assign Workers' section, which includes a dropdown menu for 'Assigned to' (currently showing 'Jemile Gray') and a checkbox for 'Is outsourced'.

STEP 18

It automatically Assigned your request based on the info you selected at the top. Once you are finished, please hit the Submit button.



The screenshot shows the 'Assign Workers' section of the support ticket form. The 'Assigned to' dropdown menu is set to 'Jemile Gray'. The 'Is outsourced' checkbox is unchecked. At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red border) and 'Back'. On the left side of the form, there is a dark blue sidebar with a list of navigation links: 'Imports', 'Reporting', 'Admin Settings', 'Marketplace', 'Updates', 'Logs', and '25 FMX | Terms | Privacy'.

Tango

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