



Detroit Public Schools Community District Community Member Schedule Request Guide

Register an FMX Account

Step 1: Open an internet browser and navigate to detroitk12.gofmx.com/register.

Step 2: Fill out the community member registration form. (Please note fields with an asterisk are required.)

Step 3: After filling out the form you will be sent an email with confirmation that you are now a COMMUNITY MEMBER - UNAPPROVED.

Step 4: Your registration will be reviewed. If access is approved, you will receive an email stating that your permissions have changed and your account type is COMMUNITY MEMBER. You are now able to login and create a Schedule Request

Login to FMX

Step 1: Open an internet browser and navigate to detroitk12.gofmx.com.

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

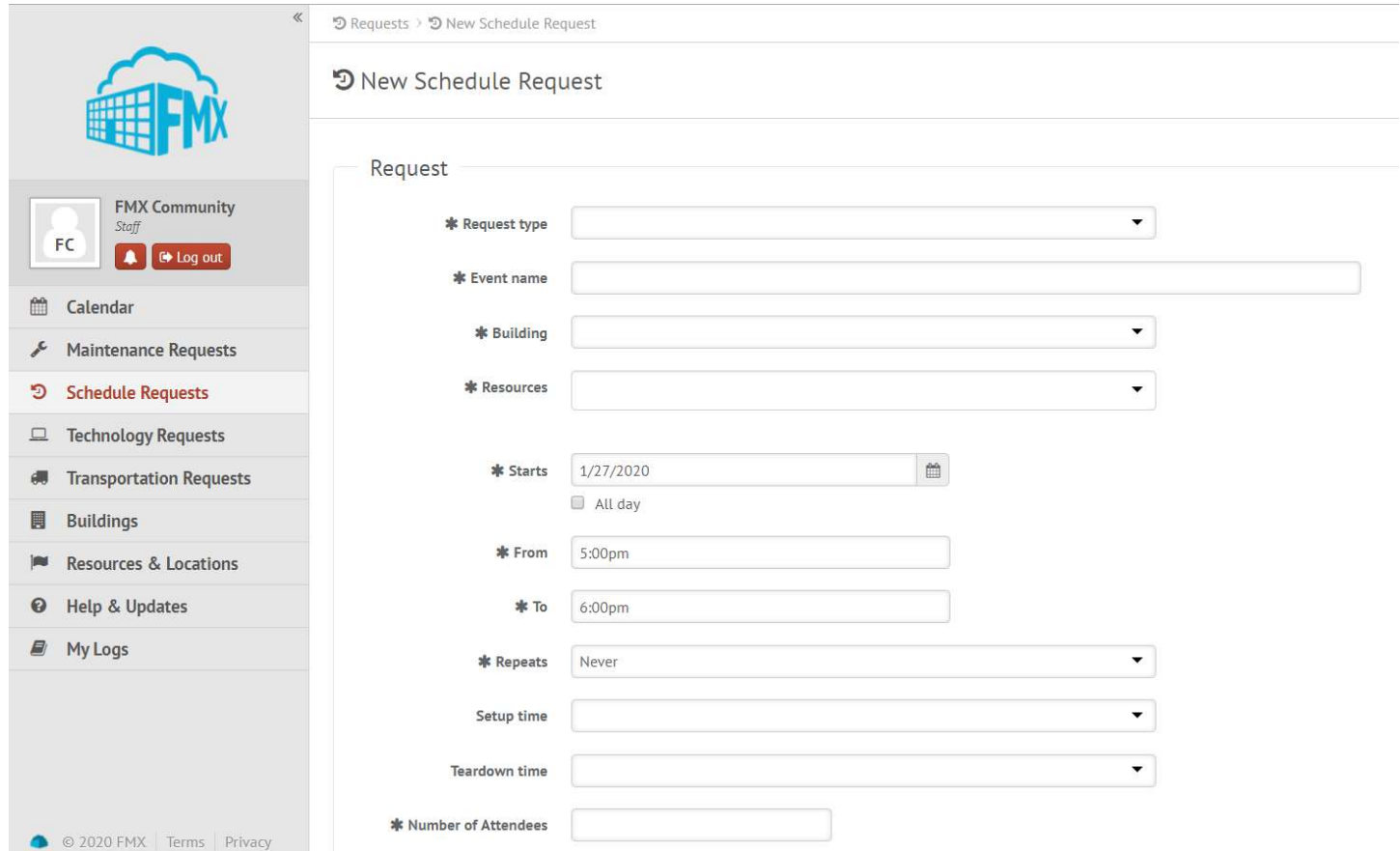
Create a Schedule Request

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

The screenshot shows the FMX Community interface. On the left is a sidebar with the FMX logo, a user profile for 'FC' with a 'Log out' button, and a menu with 'Calendar', 'Maintenance Requests', and 'Schedule Requests'. The main area displays a calendar for January 2020, with days of the week as columns and dates 1 through 11 as rows. Above the calendar are navigation controls: 'January 2020', 'Today', and 'Month'. Below these are 'Filter' and 'Search' buttons. A '+ New request' button is in the top right corner. A dropdown menu is open from this button, showing four options: 'Schedule request' (highlighted with a blue box), 'Transportation request', 'Maintenance request', and 'Technology request'.



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



The screenshot shows the 'New Schedule Request' form within the FMX Community Staff portal. The left sidebar contains navigation links: Calendar, Maintenance Requests, Schedule Requests (highlighted), Technology Requests, Transportation Requests, Buildings, Resources & Locations, Help & Updates, and My Logs. The main content area is titled 'New Schedule Request' and contains a 'Request' form with the following fields:

- * Request type (dropdown menu)
- * Event name (text input)
- * Building (dropdown menu)
- * Resources (dropdown menu)
- * Starts (date input: 1/27/2020, with a calendar icon and an 'All day' checkbox)
- * From (time input: 5:00pm)
- * To (time input: 6:00pm)
- * Repeats (dropdown menu: Never)
- Setup time (dropdown menu)
- Teardown time (dropdown menu)
- * Number of Attendees (text input)

At the bottom of the sidebar, there is a copyright notice: © 2020 FMX, with links to Terms and Privacy.

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 Approval” status until they have been approved by the Department of Community Use, the Building Principal and the Superintendent’s Office.



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.

Response

* Response

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