

## **Instructions for Facility Use Reservations**

Howell Public Schools uses a web-based reservation system for all Building Use Requests. It is called FMX (Facilities Management Express). Effective 08-14-17, paper requests will no longer be accepted.

### ***To access the FMX system:***

Click on the link to our Building Use Form from either our Business/Finance web page or from our Athletic Dept. web page. Alternatively, you may navigate directly using your web browser at: [howell.gofmx.com](http://howell.gofmx.com)

### ***Log in to FMX:***

If you are a Howell Public Schools Staff member, click on the gray **G Staff Login** bar to be directly logged in using your Google credentials.

If you are a Community User/Group, you must first set up your FMX account (one time set-up only). Click on “**Need an Account?**” to be taken to the Community User/Group registration form. Once you submit this registration form, you may log in to FMX using the credentials (email and password) that you selected upon setting up your account.

### ***To create a Building Use Request:***

1. Click on the red New Request box in the upper right corner of the calendar
2. Select “Schedule Request”
3. Complete the Schedule Request Form (\* Fields are required).
4. Attach a document or picture if you so desire
5. Click on “Submit”

Your request will be added to your FMX calendar as “pending” and will be routed to the individuals responsible for scheduling and approving your request. Once approved, you will receive an email that your request has been approved and finalized and you will be able to view the approved request as well as an estimate of associated costs (if applicable). You may edit a request by clicking on the request from your FMX calendar and then clicking the “Edit” button in the top right corner.

***Questions or need more information?*** Please call Diane Slick in the District Operations office at (517) 540-8010.