



FIELD TRIP REQUEST INSTRUCTIONS

Effective July 2018, all field trip requests are submitted through FMX. Paper requests are no longer accepted and the Athletics Google form system is no longer active.

To access the FMX system: Navigate directly using your web browser at: howell.gofmx.com

Log in to FMX: Howell Public Schools staff members may log in to FMX by clicking on the gray **G Staff Login** bar to be directly logged in using your Google credentials. Coaches who are not staff members may log in using the FMX credentials they have selected.

To create a Field Trip Request:

1. Click on the red “New Request” box in the upper right corner of the calendar view
2. Select “Transportation Request”
3. In the Request Type field, select one of the following types of field trips:
 - Academic Trip (General)
 - Academic Trip (Handicap Bus Required)
 - Academic Trip (Overnight and/or Out of State)
 - Academic Trip (Overnight and/or Out of State, Handicap Bus Required)
 - Athletic Trip (General)
 - Athletic Trip (Handicap Bus Required)
 - Athletic Trip (Overnight and/or Out of State)
 - Athletic Trip (Overnight and/or Out of State, Handicap Bus Required)
4. Complete all of the requested fields for the type of trip you are requesting
5. Attach a document or picture if you so desire
6. Click on “Submit”

Your request will be added to your FMX calendar and will be routed to the individuals responsible for scheduling and approving your request. You will receive an email when your request has been approved. 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. You may also respond to a request at any time by opening the request and clicking on the “Respond” button in the top right corner. All individuals involved in scheduling your trip will receive an email with your response.

Questions or need more information?

For field trip questions (including an estimate of fees), please contact Kathy Fountain, Transportation Field Trip Coordinator at (517) 540-8011.

For FMX questions, please call Diane Slick, Howell FMX Administrator at (517) 540-8010.