



## Hazel Park School District Requester Schedule Request Guide

### Register an FMX Account

**Step 1:** Open an internet browser and navigate to (myhpsd.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 a confirmation link. Simply click the link to confirm your account and log in.

### Login to FMX

**Step 1:** Open an internet browser and navigate to (myhpsd.gofmx.com)

**Step 2:** Log in with the following credentials:

- Email
- Password

### Create a Request (Shortcut)

**Step 1:** Click **New request** in the right top corner of the calendar page.

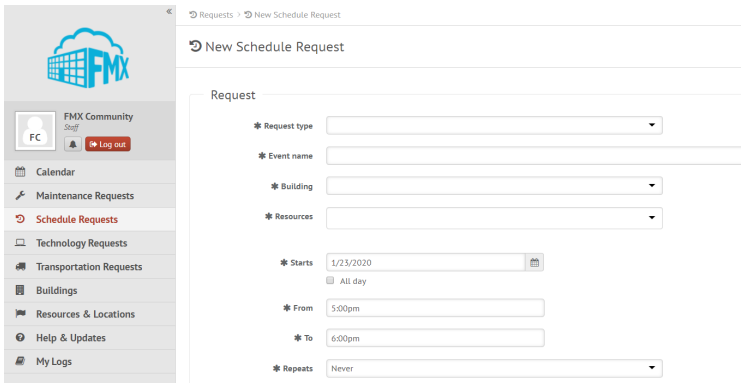
**Step 2:** Choose the request type you would like to submit from the drop down list (see picture below).

The screenshot shows the FMX calendar interface. At the top, there is a calendar header for January 2020 with navigation buttons for 'Today', '<', '>', and 'Month'. Below the header is a search bar with a 'Filter' button and a 'Search' button. The main area is a calendar grid with columns for Sun, Mon, Tue, Wed, Thu, and Fri. The dates 29, 30, 31, 1, 2, 3, 5, 6, 7, 8, 9, 10, and 11 are visible. In the top right corner, there is a red button labeled '+ New request'. A dropdown menu is open next to it, showing four options: 'Schedule request', 'Transportation request', 'Maintenance request', and 'Technology request'.



## Create a Schedule Request

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



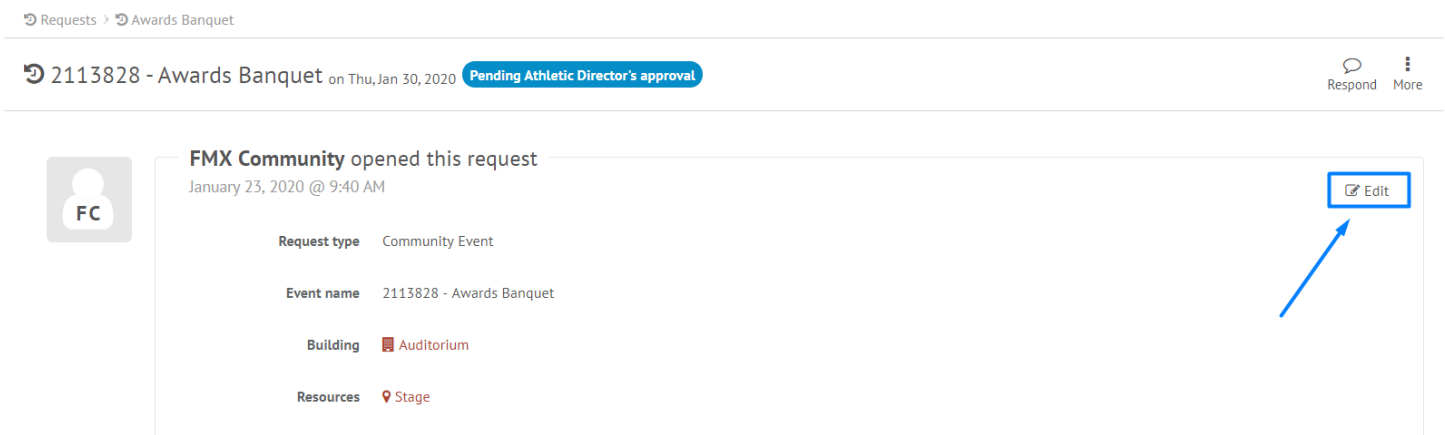
The screenshot shows the 'New Schedule Request' form. On the left is a sidebar with the FMX Community logo and navigation links: Calendar, Maintenance Requests, Schedule Requests (highlighted), Technology Requests, Transportation Requests, Buildings, Resources & Locations, Help & Updates, and My Logs. The main form area has a breadcrumb 'Requests > New Schedule Request' and a title 'New Schedule Request'. Below this is a 'Request' section with the following fields: 'Request type' (dropdown), 'Event name' (text input), 'Building' (dropdown), 'Resources' (dropdown), 'Starts' (date picker set to 1/23/2020 with an 'All day' checkbox), 'From' (time picker set to 5:00pm), 'To' (time picker set to 6:00pm), and 'Repeats' (dropdown set to 'Never').

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

**Step 3:** Check your email for your request confirmation and a link to check the status of your request. New requests will either be finalized or move on to a "Pending" state if they will be approved.

## Edit a Schedule Request

**Step 1:** Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click the **Edit** icon (from the grid) or click **on the request** and then click the **Edit** icon (from the calendar, see picture below).



The screenshot shows a detailed view of a schedule request. At the top, it says 'Requests > Awards Banquet'. Below that is the request ID '2113828 - Awards Banquet' followed by 'on Thu, Jan 30, 2020' and a status badge 'Pending Athletic Director's approval'. On the right are 'Respond' and 'More' icons. On the left is a user profile for 'FC' (FMX Community). The main content area shows the request details: 'Request type' is 'Community Event', 'Event name' is '2113828 - Awards Banquet', 'Building' is 'Auditorium' (with a building icon), and 'Resources' is 'Stage' (with a location pin icon). In the top right corner of this section, there is an 'Edit' button with a pencil icon, which is highlighted with a blue box and a blue arrow pointing to it.

**Step 2:** After making the necessary editing changes click **Save**.




## 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 (see picture below).


Requests > Awards Banquet


2113828 - Awards Banquet on Thu, Jan 30, 2020 Pending Athletic Director's approval Respond More

 **FMX Community** opened this request  
January 23, 2020 @ 9:40 AM Edit

**Request type** Community Event

**Event name** 2113828 - Awards Banquet

**Building**  Auditorium

**Resources**  Stage

**Response**

\* Response

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