



WELCOME TO FMX!

Link can be found on the JPS Website: www.jpsk12.org, For Staff, (Building Use/FMX), then click "LOGIN" on the top right.

Your first login for FMX will be:

USERNAME: Your FULL JPS email address (including the @jpsk12.org)

PASSWORD: the word "password" all lowercase

You will be prompted to create a new password - please make sure it is something you will remember as only you will have access. Should you forget your password, contact Amy McCabe, amy.mccabe@jpsk12.org or 841-2162 to reset for you (will always reset to "password"). Once you have signed in, you can create your profile! Please fill in all of the information (specifically anything marked with an asterisk).

Once you have created an account and returned to the home screen, along the left-hand side of the screen, you can click on "Maintenance Requests" in order to submit any building/room repairs that you would like to have done or that you notice need attention! Once you click on that "Maintenance Requests" button, the new screen that opens will have a "New Request" button in the top right-hand side of the screen, click on that and it will bring up the "Maintenance Request" form. (As "staff" you will also have access to the "Schedule Requests" option. This works the same as the "Maintenance Requests" process, it's just for reserving rooms/locations for events.)

This will open a super easy to use form that you fill out with all of the info related to your request. Everything with an asterisk is required, and the more information you give us, the better! **NOTE: Your name will already be attached to the request, so please give your request a name that denotes the repair needed (or the name of your event if it is a "Schedule Request").

Once you have filled out your request form, click the "Submit" button on the bottom of the screen and that sends your request through to the Facilities office so that we can get started on those repairs or making sure you have everything you've requested for your event.

This system also allows us to respond to your requests, ask follow up questions, and let you know when your request has been approved/finalized. You will get alerts to these via your JPS email, so be sure to check emails you receive from FMX!

** PLEASE REMEMBER, ANY EVENT THAT YOU WOULD LIKE TO HOST NEEDS TO BE ENTERED INTO THE FMX CALENDAR (Ex: Parent-teacher conferences, athletic events, etc). This is how air-conditioning and/or heat is scheduled and it is also how the grounds crew and custodial staff are made aware of any additional needs you may have for your event.

Any questions – contact Amy at 841-2162 or amy.mccabe@jpsk12.org