



WELCOME TO FMX!!

FMX can be found two ways, going directly to the website:

<https://jpsk12.gofmx.com/>

Or going through the JPS website, clicking on the "For Staff" section and then clicking on "Building Use/FMX Application".

Once you have logged in and returned to the main calendar 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 red, "+ 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 green "Submit" button on the bottom of the screen and that sends your request through to the Operations 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 calendar is how I know to schedule air-conditioning/heat, and it's also how the grounds crew and custodial staff is made aware of any additional needs you may have for your event. To schedule an event, click on "Schedule Requests" instead of "Maintenance Requests" from that menu on the left-hand side of the calendar screen. The rest of the process is exactly the same as the process for submitting a maintenance request.