From the Quick Links menu on the district website (www.hask12.org) choose Staff Resources.

Choose Staff Login Clever Destiny Library System You will be prompted to walk **Discovery Education** through logging in using your e-Funds / Office HOLLY email and email password. You easyCBM Staff will be prompted for Oakland Employee Benefits/Navigator Schools login and Duo. (You may Email for Holly (Gmail) not see this if you have already External Sub Frontline Login AREA SCHOOLS gone through these options to Facility Use access your email today.) Foxbright Login Log in Frontline Consortium HAS Atlas G Sign in with Google ⇔) Log in HMS Leader in Me Sign in G Staff Login ۴jodi.berry@hask12.org i-Ready Login tique to FMX Illuminate DnA Need an account? Literacy Footprints - Digital Read Maintenance Request © 2024 FMX | Terms | Privacy Schools C Sign in Check for a Duo Push odi.berry@hask12.org Verify it's you by approving the notification... 9-**Clarenceville School District Clawson Public Schools** Sent to "IOS" (------3380) Sign in Sign in using your school district account. Forgot password? Click here to reset. Madison District Public Schools Novi Community School District Other options Oak Park Schools Secured by Duo Need help? West Bloomfield School District G Sign in with Google By continuing, Google will share your name, email address, language Sign in to gofmx.com preference, and profile picture with gofmx.com. See gofmx.com's Privacy Policy and Terms of Service J jodi.berry@hask12.org You can manage Sign in with Google in your Google Account. Cancel Continue

Staff Resources

Click the **New Request** button at the top of the screen and choose **Schedule Request**.

	Calendar July 2024 -	< > T	New request	New request					
	Sun	Mon	Saved Filter	Wed	Thu	Fri	New re	quest	
Calendar	30	1	2	3	4		© Schedule rea	quest	
& Maintenance Requests	7	8	9	10	11		19 Maintenance	e request	
 Schedule Requests Help & Updates 									
L My Logs	14	15	16	17	18 © 2:15p - 6p 2741182 - FMX SUPPORT - HHS Gymnasium	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31	© 2:15p - 6p 2741182 - FMX SUPPORT - HHS Gymnasium	2	3		
	4	5	6	7	8	9	10		
© 2024 FMX Terms Privacy									

Or you can choose **Schedule Request** in the left column and then choose **New Request** and it will automatically open the window for a new schedule request.

۲	Schedule Requests					New reque	est O JB
and a	Requests Occurrences						
			Export Settings				
O Reconnection Finder	X Event date on or after: 7/18/202	24 X Status	: Open				
C Reservation Finder	Name 🖨	Buildings 🖨	Resources 🖨	Event time ≑	Schedule	Requester 🖨	Status 🌲
Calendar	() 2741182 - FMX SUPPORT -	Holly High	HHS	Thu, Jul 18, 2024,	Every 2 weeks on	TM Test	Finalized & upcoming
Maintenance Requests	Move hight in the gym	301001	Gynnasium	2.15011-0.00011	Thursday, o times	Maintenance/Custodian	
() Schedule Requests]						
⑦ Help & Updates							
🛋 My Logs							

New Schedule Request

auat	blank Entry Form example with an or the helds	
quest		
* Request type	· · ·	
* Event name		
* Buildings	· ·	
Resource types		
* Resources	· ·	
* Starts	7/18/2024	
	All day	
* From	10:00am	
* To	11:00am	
* Repeats	Never -	
Setup time	· · · · · · · · · · · · · · · · · · ·	
Teardown time		
On behalf of		
* Event Description		
	A Formatting guide	
Misc. Attachments		
Upcoming reminder	day(s) before an event's start date.	
Followers		
1 0101010		

Field specific notes are listed below.



New Schedule Request

Requests > New Schedule Re	quest	when fir
Request		
★ Request type	Internal Event	
* Event name	Skyward User Group Meeting (test schedule)	
* Building	Holly High School	
Resource types	· · ·	
* Resources	(Main Office Conference Room ★) ▼	
* Starts	7/22/2024 All day	
* From	9:00am	
* To	10:00am	
* Repeats	Never	
Setup time	10 minutes	
Teardown time	10 minutes	
* Number of Attendees	30	
	Please select below if you will need any of the following services:	
Custodial		
IT/Technology	0	
Kitchen	0	
Parking	0	
Snow Removal		
Other Needs		
* Event Description	Hosting user group meeting for Oakland County	
Misc. Attachments		
	PLEASE ALLOW FIFTEEN (15) DAYS FOR PROCESSING	
	DO NOT ATTEMPT TO USE FACILITIES WITHOUT AN APPROVED CONFIRMATION I do hereby certify, in representation of the above-named group, that I have read and wil	l observe all
	procedures, guidelines and restrictions in the Holly Area Schools Use of Facilities Regu understand that, by law and Board policy, alcohol and controlled substances are forbidde premises and smoking is not allowed in the buildings or on the grounds and that abuse of	lations. I n on school f this will cause
	eviction and loss of facility use. I further understand that I am responsible for any dama attributed to my/our use. I agree and abide by these conditions. I understand I am responsible for any dama receiption of of insurance one week prior to the event	ge that can be nsible for providing
	To the fullest extent permitted by law, the user agrees to defend, pay in behalf of, and hol	d harmless the
	Holly Area Schools, 920 Baird Street, Holly, Michigan, 48442, its elected and appointed or volunteers and others working in behalf of the Holly Area School District against any and demands, suits, losses, attorney fees, including all costs connected therewith, for any dat	all claims, employees, all claims, mages which may
	be asserted, claimed or recovered against or from the Holly Area School District, by reas: injury, including bodily injury and death, and/or property damage, including loss of use th out of or is in any way connected or associated with the facility use described above.	on of personal ereof, which arises
st I agree to the above		
terms		
Uncoming reminder	dav/s) bafora an event/s start data	
opcoming reminaer	ung(a) before an evento stati tuate.	
Make priva [™] e Subr	nit Back	

Click **Submit** at the bottom of the screen when finished.

When you submit your request, it will bring you back to the list of all approved events. There are a few options available after you submit your request. The option item examples are listed below.



You will also receive an email once you submit your request. Below is an example.

Hello Jodi Berry,

Your schedule request "2743967 - Skyward User Group Meeting (test schedule)" was received. We will follow up with a confirmation email when your request is acknowledged.

Schedule request details							
Request type	Internal Event						
Event name	2743967 - Skyward User Group Meeting (test schedule)						
Buildings	Holly High School						
Resources	Main Office Conference Room						
Event time	Mon, Jul 22, 2024, 9:00am - 10:00am						
Reservation time	Mon, Jul 22, 2024, 8:50am - 10:10am						
Setup time	0h 10m						
Teardown time	0h 10m						
Number of Attendees	30						
Event Description	Hosting user group meeting for Oakland County						



When logged into FMX, you will have an option **My Logs**. This area will show you all of your requests for the **Maintenance** and **Schedule** areas.

	۲	My Logs	5					Ĺ	Ĵ 0	JB	
					Q Sa	Ved Filter		Export	t S	ettings	
		Name 🖨	Building 🌲	Туре 🜲	Action \$	Timestamp 🖨	Status				
Q	Reservation Finder	() 2743967 - Skyward	Holly High School	Internal Event	Requested	Thu, Jul 18, 2024, 8:52am	Pending Admin Assistant or Principal's approval	Ω	\otimes	Ľ	:
₿	Calendar	Meeting (test									
ß	Maintenance Requests	schedule)									
0	Schedule Requests	/> 7340823 - Move File	Holly High School	General Maintenance	Requested	Thu, Jul 18, 2024, 8:43am	Pending resolution		Ω	Ľ	:
?	Help & Updates	Cabinet (test									
4	My Logs	message)									