(Peoria Unified School District #11) Community Member Schedule Request Guide
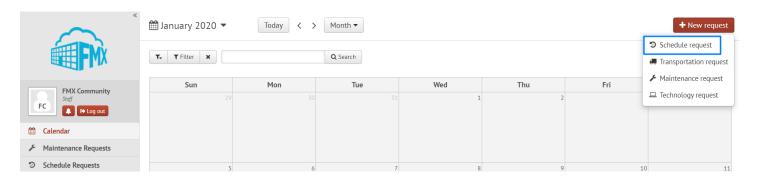
Register an FMX Account

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

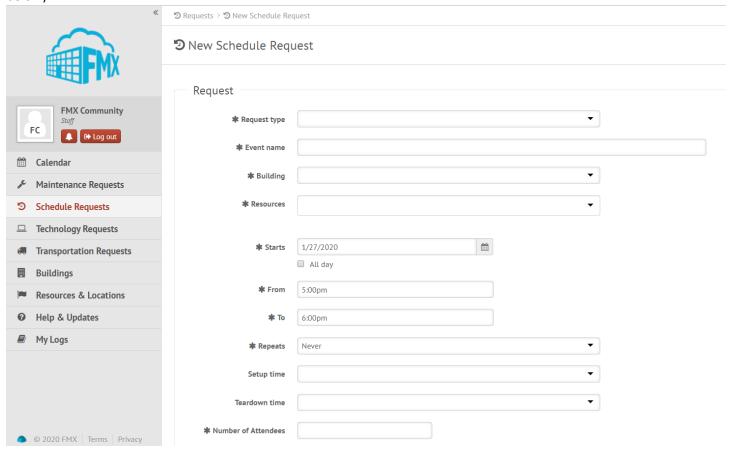**Step 2:** Log in with the email address and password you selected earlier.

Create a Schedule Request

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

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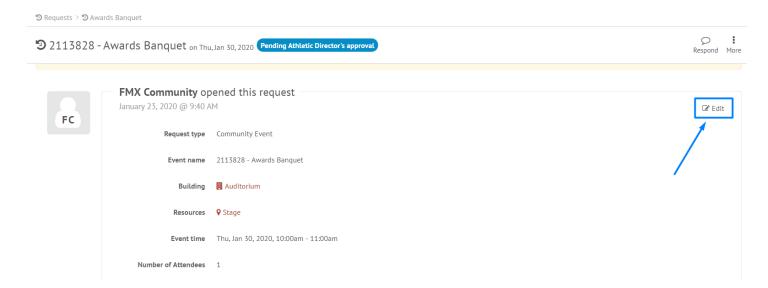

Step 3: Check your email for your request confirmation and a link to check the status of your request. New requests will have a "Pending" status until they have been approved by the Principal and the Facilities Department.

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).
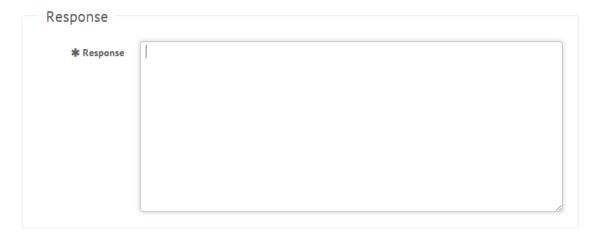
↩ **2113828 - Awards Banquet** on Thu, Jan 30, 2020 `Pending Athletic Director's approval`

💬 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
Event time	Thu, Jan 30, 2020, 10:00am - 11:00am
Number of Attendees	1

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.

Response

✱ Response

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