

How to Create a Facility Use Request in FMX

Staff Members with District-Issued Email Accounts



What is FMX?

Lakota Local Schools has partnered with FMX to offer staff and community members a seamless way to submit facility use requests in just a few clicks. FMX replaces the previous "Request of Scheduling Activity" and "Conference Room Scheduling" forms.



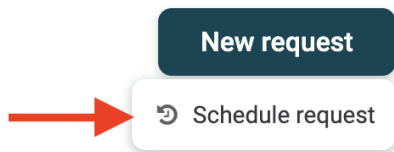
Please note that this guide applies only to **staff members with district-issued email accounts**. If you are a community member or a staff member without a district-issued email account, click [here](#) for relevant instructions.

How to Create a New Facility Request

1. Log into Clever through the district website, locate the FMX icon, then select it to log in. A separate username and password is not required for FMX, as it uses your RaiderID credentials.



2. Click **New request** in the top right corner.



3. Fill the required information on the request form.
4. Click **Submit** to submit the schedule request.
5. Check your email for a confirmation. Requests requiring approval will remain in a "Pending" state until approved. Once the request is approved, you will receive an email.