



Montgomery County Intermediate Unit 23 Conference Center Request Guide

Login to FMX

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

Step 2: If you're an Outside Vendor you will use the login credentials listed below:

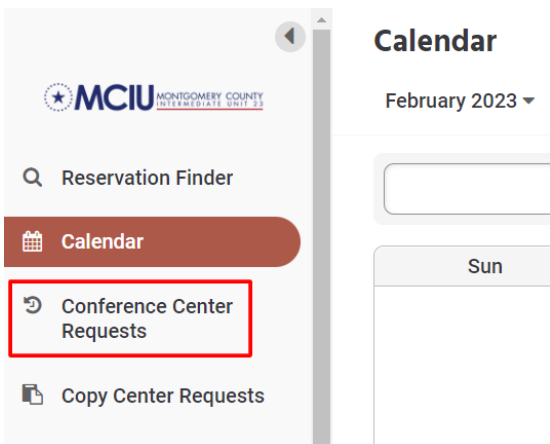
- Email
- Password

Step 2b: If you're a MCIU Staff member you will use our SSO login titled "MCIU Staff Login."



Navigate to the Conference Center Requests module

Step 1: Select [Conference Center Requests] tab on the left-hand side of the calendar.



Step 2: Select the New request button on the right side of the screen



Step 3: Enter all required (marked with an asterisk) and all non-required information that you deem necessary for this specific request. Click Submit to send the Conference Center request.

Request


→ * Request type

* Event name

* Buildings

Resource types

* Resources

* Starts 

All day

* From

* To

* Repeats

Setup time

Teardown time



Make private

Submit
Back


Step 4: Check your email for your request confirmation and a link to check the status of your request. New requests will either be finalized or move on to a "Pending" state if they need approval.




How to Edit a Conference Center 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 the Edit icon (from the calendar.)

Conference Center Requests
New request



Requests Occurrences



Status: Open

Name	Buildings	Resources	Event time	Schedule	Requester	Status	
2239742 - TEST	MCIU-2 West Lafayette	1st Floor > Valley Forge A	Tue, Oct 18, 2022, 10:00am - 11:00am	Once	test community member	Finalized & upcoming	
2239747 - TEST Event	MCIU-2 West Lafayette	1st Floor > Valley Forge C	Thu, Oct 20, 2022, 4:00pm - 5:00pm	Daily, for a week	test community member	Pending invoice	
2242010 - Test Monthly Lunch	MCIU-2 West Lafayette	1st Floor > Valley Forge A	Mon, Oct 10, 2022, 1:00pm - 2:00pm	On 4 custom dates	Test Staff	Finalized & upcoming	



Calendar

New request



October 2022 < > TODAY Month ▾

9							10							11							12							13							14							15						
16							17							18							19							20							21							22						
23							24							25							26							27							28							29						

2239742 - TEST

STATUS **Finalized & upcoming**

DATE Tue, Oct 18, 2022

Assign Respond Cancel More

test community member opened this request
August 30, 2022 @ 3:05 PM Edit

Request type **Community Event**

Event name 2239742 - TEST

Buildings **MCIU-2 West Lafayette**

Resources **1st Floor > Valley Forge A**

Event time Tue, Oct 18, 2022, 10:00am - 11:00am

Reservation time Tue, Oct 18, 2022, 9:50am - 11:10am

Setup time 10 minutes

Step 2: After making the necessary editing changes, click Save.

2239742 - TEST

Occurrences > TEST > Tue, Oct 18, 10:00AM > Edit

STATUS **Finalized & upcoming**

DATE Tue, Oct 18, 2022

Formatting guide Show preview

I have read and agree to the terms outlined in the facilities terms and conditions form

Attachments

Upcoming reminder day(s) before an event's start date.

Followers

Make private

Save

Back



How to Respond to a Conference Center Request




Step 1: Find the Conference Center request you wish to respond to (on the calendar or in the Conference Center Requests grid,) then click Respond.

Conference Center Requests New request 4 FA

Requests Occurrences

Search [] Saved Filter Clear Export Settings

Status: Open

Name	Buildings	Resources	Event time	Schedule	Requester	Status	
2239742 - TEST	MCIU-2 West Lafayette	1st Floor > Valley Forge A	Tue, Oct 18, 2022, 10:00am - 11:00am	Once	test community member	Finalized & upcoming	
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2242010 - Test Monthly Lunch	MCIU-2 West Lafayette	1st Floor > Valley Forge A	Mon, Oct 10, 2022, 1:00pm - 2:00pm	On 4 custom dates	Test Staff	Finalized & upcoming	


Step 2: Enter a response, then click Respond. This will send an email to all users associated with this request.

2239742 - TEST

Requests > TEST > Respond

STATUS **Finalized & upcoming**

DATE Tue, Oct 18, 2022

 FMX Admin invoiced this request on August 30, 2022 @ 3:12 PM

Respond

* Response

[A Formatting guide](#) [Show preview](#)

Make private Respond Back

