Montgomery County Intermediate Unit 23 Conference Center Request Guide

Login to FMX

**Step 1:** Open an internet browser and navigate to ([mciu.gofmx.com/](http://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.

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

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