Montgomery County Intermediate Unit 23 Copy 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 Copy Center Requests module
Step 1: Select [Copy 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 Copy 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 Copy Center Request

Step 1: Find the request you wish to edit (on the calendar or in the copy center 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 Copy Center Request

Step 1: Find the Copy Center request you wish to respond to (on the calendar or in the Copy 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.