Kutztown Area School District - Community Member Schedule Request Guide

Register an FMX Account

**Step 1:** Open an internet browser and navigate to (kasd.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 (kasd.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).
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.

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