



Hello Staff,

I'm excited to announce the new facility scheduling and work order software that we will be using this year, FMX. This software will allow you to easily submit Maintenance or Technology tickets and reserve rooms. Our district-wide launch will take place on June 27, 2017. For any questions regarding this transition, please contact Support Services.

You will begin with a temporary password that can be changed once inside the application. Follow the instructions below to log in:

- 1) Open your internet browser (Chrome, Firefox, Internet Explorer, etc.) and navigate to [ptschools.gofmx.com/login](https://ptschools.gofmx.com/login).
- 2) Enter your **Email** and the temporary password, '**welcome**'.
- 3) Click the **Log in** button to log in to FMX.
- 4) You can change your password by clicking on the **Settings** button in the top left corner of FMX (directly under your name), scrolling down to the **Change Password** section, entering your **Current password** (*temp*) in the first box, entering your **New password** in the second box, and **Re-entering** your new password in the third box. Then, click **Save** at the bottom of the page. You will be able to use your new password the next time you log in to FMX.

Refer to these links for education on how to properly submit requests:

Click [here](#) to learn how to submit a Maintenance or Technology Request.

Click [here](#) to learn how to submit a Schedule Request.

If you ever forget your password, click [here](#) to learn how to reset your password.

If you have additional questions, contact Support Services at 360-379-4513, or the FMX Customer Support Team at [support@gofmx.com](mailto:support@gofmx.com).

Thank you,

Brad Taylor

Support Services Director