**Your organization’s**

**logo goes here + **

Hello Staff,

I am 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 (*add here the functions of FMX in your organization.* *Refer to module types for extra assistance i.e., schedule maintenance requests, request rooms for* *events, etc.*). Our company-wide launch will take place on (*launch date here*).

For any questions regarding this transition, please contact (*insert designated FMX admin or other internal contact here).*

We are connected to FMX through our *Active Directory/Google SSO* so your login info will be the same as your work email. Follow the instructions below to log in:

1) Open your internet browser (Chrome, Firefox, Internet Explorer, etc.) and navigate to yourcompany.gofmx.com/register. *(Edit this link to match your company’s FMX site address)*

2) Click the **Log in with Google Login** button to log in to FMX. This will register you as a Staff member.

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

*(remove any links below that are not applicable)*

Click to [here](https://help.gofmx.com/hc/en-us/articles/360003627471-User-Training-Video-Work-Requests)learn how to submit a Work (Maintenance and Technology) Request.

Click to [here](https://help.gofmx.com/hc/en-us/articles/360004143491-User-Training-Video-Schedule-Requests)learn how to submit a Schedule Request.

Click to [here](https://help.gofmx.com/hc/en-us/articles/360004015692-User-Training-Video-Transportation-Requests) learn how to submit a Transportation Request

If you have additional questions, contact *(insert designated FMX admin or other internal contact here*) or the FMX Customer Support Team at [support@gofmx.com](mailto:support@gofmx.com).

Thank you,

