

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/](#) *(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](#) learn how to submit a Work (Maintenance and Technology) Request.

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

Click to [here](#) 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.

Thank you,