


**To Submit A Facility Request On-Line (using Normal Schedule) :**

- Access the web site by entering this URL: [www.midpac.edu/mpifm](http://www.midpac.edu/mpifm) (Don't forget to Bookmark!)
- This lands you on the MPI Intranet Home Page for FSDirect. Here you have three choices; book a maintenance request, book a facility, or view the campus events calendar.
- For this activity we want to book a computer lab so, click on the link below the title **“To Schedule a maintenance request or to book a facility:”**.
- We are now on the School Dude web site Welcome Page for MPI so type in **your MPI e-mail address** and click on the **Submit** button.
- There are five Tabs on the top of the window, Maintenance, Schedule Request, My Requests, My Settings, and Help. Click on the **Schedule Request** tab to begin the booking process.
- To place a single event request, click on the Icon under **Normal Schedule**.
- The **New Schedule** page appears and this is where you will enter all the information about your request. Please note that items that have a **red check mark** inside of a square box are **required information**, you must provide information for these items.
- Please make sure the event title has your name and periods requested. For example, Hines p. 3,4,5.
- Skip **Area**, this does not apply to Mid-Pacific Institute.
- **Location** is the facility where the event is to take place, select the location of your choice. All computer labs are under **“Technology Facilities”** Please note that you will not be able to select multiple locations for a single event. You will need to enter multiple requests for an event that requires multiple locations.
- A list of **rooms** will show automatically once a location is selected, click on the room of your choice. You may choose multiple rooms by pressing the “Ctrl” key and while holding it down selects all the rooms you want to reserve, then release the “Ctrl” key.
- Click in the **Event Date** box and the click on the date(s) of your choice on the calendar.
- To see if the space you are requesting is available for that date, click on the **“Check Availability”**  button - it will open up a separate window showing what if any bookings already exist for the space(s) you have selected. Change the durations view to **“Quarterly Increment”** instead of the Hourly Increment. If you had chosen more than one space, it will allow you to check/uncheck which are displayed in this view. If there is a conflict, try another lab.
- Enter the **Event Time - both starting and ending**. Choose “AM” or “PM”. Please note that the time is listed in 15 minute increments. Please also enter the setup and break down time if applicable. If a period does not end on a 15 minute increment, choose the closest time. For example, period 3 on Monday starts at 9:50, so use 9:45.
- Under **Organization Information**, click on the blue check mark next to **Select Organization**. Please click on **MPI Faculty & Staff** if your request is for a school activity.
- Under **Contact Name**, enter First Name, Last Name, and Day-Time Phone, this could be someone other than you.
- Under **Setup Requirements** please enter all set-up requirements under **Service Description**. This is not required. Bob and Lance will assign tasks under appropriate headings.
- Enter **Number Attending** and Number of Parking Spaces if the event requires parking on campus. Use **Other Needs** to make any additional special requests or to just leave a nice message!
- In the **Password** field enter the generic password for all MPI faculty & staff: **password**. Easy to remember!
- Click on **Save** once all information have been provided.
- Please note that once you click on “Save”, a message indicating that the request has been saved should appear at the top of the page.

- If you want to book more (for instance another period or day), click on the **Schedule Request** tab. This will start a new reservation in the system.
- Once you have your schedules saved, click on **LOGOUT** located in the upper right hand corner of the window. Yea! You're done!
- Please note that most requests would then be routed to Paula for approval and activation. The exceptions being:
  - Requests for class use of rooms in Weinberg Tech Plaza would be routed to Lance Iwamoto first for approval.
  - Requests for class use of High School Computer Lab would be routed to Mark Hines for approval.
  - Requests for class use of Chew Tech Center would be routed to Brian Grantham first for approval.
  - Requests for class use of Middle School Computer Lab (A-305) would be routed to Sandee Yeh first for approval.
- When the approvals for the above 4 areas have been given, the requests will then be routed to Paula for activation.
  - Requests for after-school uses of the above 4 areas would still be routed to Paula for approval.
- Once your request is activated, **you will receive a "FSDIRECT System Message", notifying you of the activation.**

If your request for class use of the Weinberg Tech Plaza, High School Computer Lab, Chew Tech Center or Middle School Computer Lab is denied, questions should be directed to the above individual responsible for the respective area.

#### **To View/Check Campus Facility Calendar:**

- Access the web site by entering this URL: [www.midpac.edu/mpifm](http://www.midpac.edu/mpifm) (Don't forget to Bookmark!)
- This lands you on the MPI Intranet Home Page for FSDirect. Here you have three choices; book a maintenance request, book a facility, or view the campus events calendar.
- For this activity we want to view the calendar and check availability so, click on the link below the title "**To View the Facility Calendar**".
- We are now on the School Dude web site so type in **mpifacilities** as your Login Name and **calendar** as your Password and hit Return or Enter.
- Now there are three Tabs on the top of the next window, Home, My Calendar, and My Settings. Click on the **Calendar** tab to view the calendar of the current month.
- You can select a specific month or year by making the selection under **Select Month/Year**.
- Then select the **Location** and **Room** you're interested in looking at. NOTE: **Area** and **Building** are blank and are not used on our campus.
- To view events at all locations campus-wide, select **Organization Wide** under **Location**. Once you have selected all the criteria, click on the **Refresh Calendar** button.
- The monthly calendar provides you with a highlight of each day's activities; however, it does not show either the time or the location of each event. To view the time, location, and event details click on the *event title* (in red).
- Once you have the information you need click on **LOGOUT** located in the upper right hand corner of the window.

**Cheat Sheet (short version)****To Submit A Facility Request On-Line (using Normal Schedule) :**

- Go to [www.midpac.edu/mpifm](http://www.midpac.edu/mpifm)
- Choose: **To Schedule a maintenance request of book a facility:**
- Enter your **MPI e-mail address**, click **Submit**.
- Select the **Schedule Request** tab.
- Single Event: **Normal Schedule**.
- All **Red Check** items must be entered.
- **Title**. For example, Hines p. 3,4,5.
- **Location**: Technology Facilities
- Select desired **rooms**. Use “Ctrl” key for multiple selects
- Choose the **Event Date**
- To ensure lab is open, select “**Check Availability**”
- Enter **Event Time - both starting and ending**.
- **Organization Information**, Choose **MPI Faculty & Staff**
- Enter **First Name, Last Name, and Day-Time Phone**.
- Any **Special Setup Requirements?** Enter these if needed
- Enter **Number Attending**
- Enter **Other Needs** for any special requests.
- **Password** is password.
- Click on **Save**
- If you want to book more (for instance another period or day), click on the **Schedule Request** tab.  
This will start a new reservation in the system.
- Done? click on **LOGOUT**