



## New User Introduction

*This article provides background information about your School District's implementation of ML Schedules™ K12 Facility Request Software and what you need to do if you regularly reserve and use District spaces.*

**Who?** Community residents who reserve local School District spaces on behalf of groups such as sports teams, scout troops and civic organizations.

**What?** Your School District is a new subscriber to ML Schedules™ Software and is implementing its use among residents who submit Facility Use Requests to use District spaces.

**Why?** ML Schedules™ Software automates your District's Facility Use Request process in the cloud to improve efficiency, reduce approval processing times, and make everyone happier. It also virtually eliminates hard copies to reduce your District's carbon footprint.

**Where?** Your District's online Facility Use Request account and process can now be accessed from your District's website from any internet-connected device including personal computers, tablets and smart phones.

**How?** Community residents who reserve and use District spaces on behalf of groups must create a free ML Schedules™ Software user account to make Facility Use Requests.

To create your free account, visit your local school district's website and find the link to [Facility Use Requests](#). An easy-to-use *Create New Account* page will be displayed where you can enter required user and group information.

Once your Account is saved, you can immediately make Requests using the software.

### Sample District ML Schedules™ login page

The screenshot shows the login interface for the ML Schedules software. At the top, there is a navigation bar with the ML Schedules logo, 'K12 Facility Request Software', and 'User Resources'. Below this is a blue banner with the text 'Welcome to the Facility Use Request System for Lockport City SD' and a logo. The main content area has a heading 'Please enter your email address and password to Log In.' followed by two input fields: 'E-mail Address' and 'Password'. A 'Log In' button is positioned below the email field. To the right of the password field, there are links for 'Other Options', 'Create New Account (video)', and 'Send Password Reminder'. A red vertical line points from the 'Create New Account (video)' link to the caption below. At the bottom, there is a footer with contact information and a recycling symbol.

*Create New Account* command

**Questions?** Please check these online resources for more information about using the software:

- ML Schedules™ Software's Help blog site at <http://help.mlschedules.com>
- Your School District's website

*On behalf of your School District, thanks for your assistance and understanding as the Facility Use Request process is automated with ML Schedules™ software. We're confident you'll find the software easy to use and an improvement over our previous system.*

