

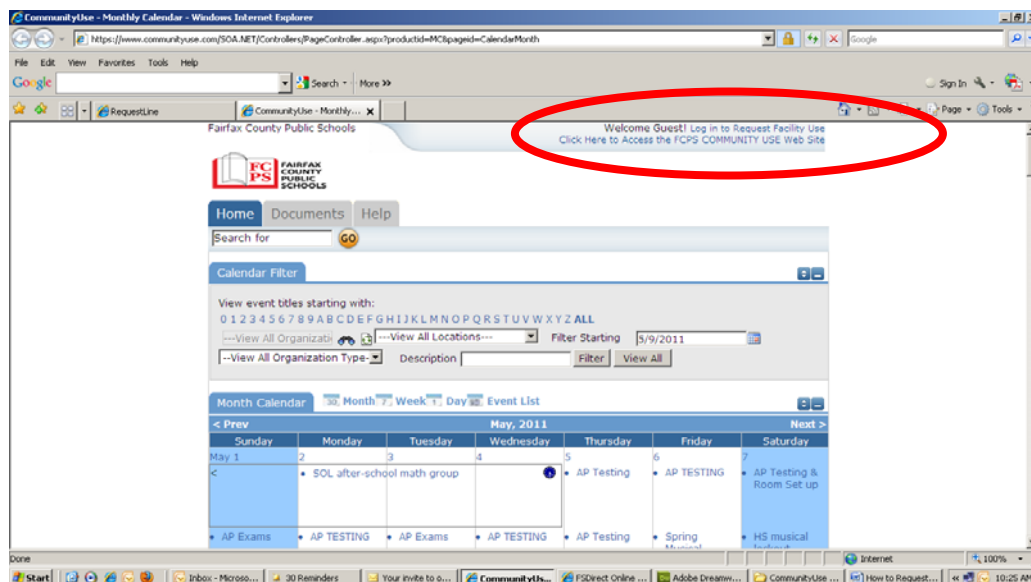
## How to Request Access to Submit Online Facilities Requests in Fairfax County Public Schools

The Community Use Section for Fairfax County Public Schools is now taking facility requests online through our CommunityUse calendar and request Windows Internet system. You can enroll online and enter requests for community use by following these simple steps.

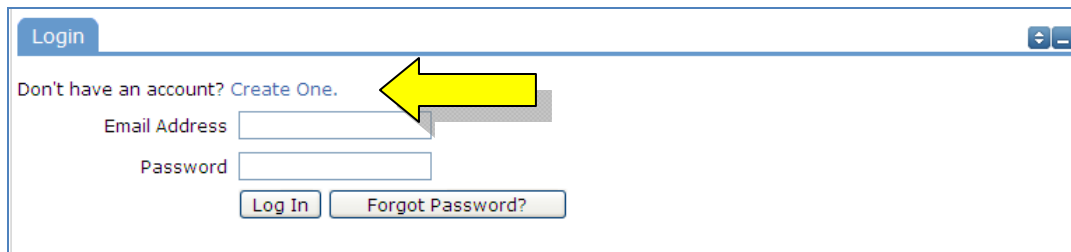
First, click on this link to access the CommunityUse Calendar:

<https://www.communityuse.com/default.asp?acctnum=738652987>

At the top right-hand side of the screen, click on the link to Login to Request Facility Use.



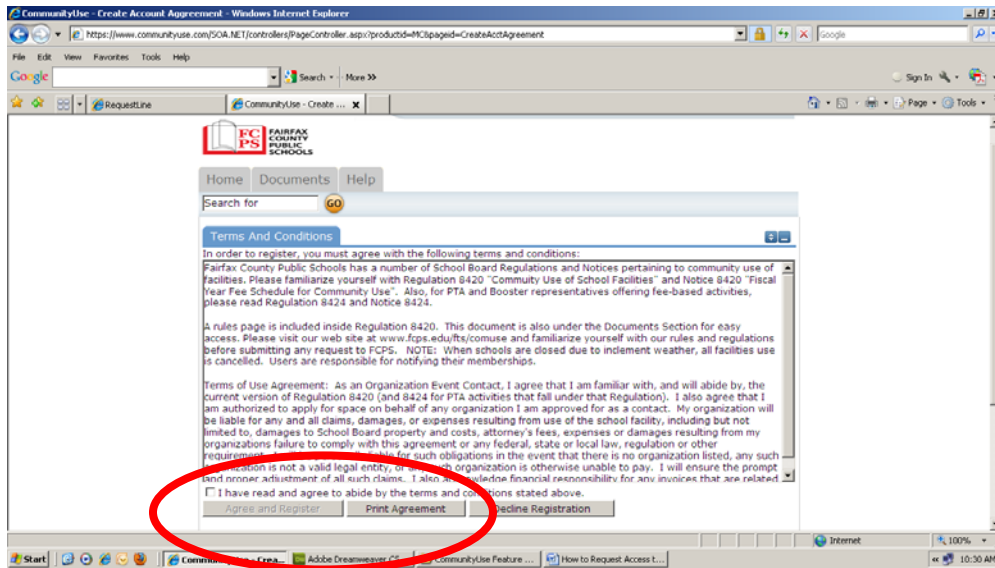
Then click on the Create One link to create an account, and request access to submit online requests. If you already have an account, enter your email address and password and then select the Log In button.



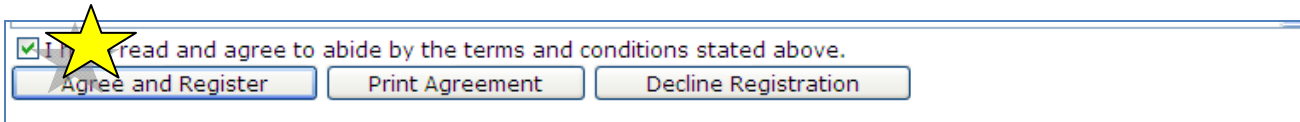
The screenshot shows a login form with the following elements:

- A 'Login' tab at the top left.
- A link: 'Don't have an account? [Create One.](#)' with a yellow arrow pointing to it.
- An 'Email Address' input field.
- A 'Password' input field.
- 'Log In' and 'Forgot Password?' buttons.

You will be asked to read and agree to the Terms and Conditions established by Fairfax County Public Schools in order to register.



Check the Box, and Click Agree and Register. \*Once registered, you can access an easier to read agreement under the documents tab. Clicking Print Agreement on this screen is not recommended.



You will then be asked to complete the following Personal Profile Form. Click Save & Next once you've filled in all required fields below marked with an orange vertical line.

**Step 1 of 3: Personal Profile**

Registration Wizard

[Personal Profile](#) [Request Organizations](#) [Confirmation](#)

My Contact Settings

First Name | Adam Last Name | Smith

Email Address | adam@trading.email.com

Phone Number | 111-212-1122

Cellular Phone |

Your Address | 5001 Revenue Blvd  
Cash, NC 55554 \*

\* Note: This is your Contact Address. You will enter the organization address on next page.

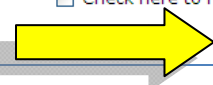
Password Settings

Password | ..... Verification | .....

Check here to remove self from all event-related email notifications.

**Save & Next** **Cancel**

**Please Note:** If "Check here to remove self from all event-related email notifications" is selected, you **will not** receive any emails related to your requested use (including approvals). **We recommend not selecting this option.**



On the Request Organizations page, you can request to be an Organization Event Coordinator (OEC) for one or more Organizations. Simply fill in the required fields and click “Add Organization”.

**Step 2 of 3: Request Organizations**

Registration Wizard

Personal Profile [Request Organizations](#) Confirmation

**Request Your Organization**

Organization Name |

Organization Type |

Organization Address |

Use Your Contact Address as Organization Address

**Requested Organization List**

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
No record found			

**Please Note: The Community Use Section will determine this option for you. Please leave blank.**

You will then see the Pending Status next to the requested Organization, as shown below.

Once you have added all of the Organizations you would like to submit facility requests for, click “Save & Next”

**Requested Organization List**

1 - 1 of total 1 listed

<input type="checkbox"/> Organization Status	<input type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
<input checked="" type="checkbox"/> Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

On the final page, confirm the information and click Submit Requests.

**Step 3 of 3: Request Confirmation**

Registration Wizard

Personal Profile Request Organizations Confirmation

Confirmation

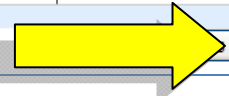
**Please review your information below.**  
**Click the 'Submit Requests' button to submit your requests for approval.**

**Name** Adam Smith  
**Email Address** adam@trading.email.com  
**Phone Number** 111-212-1122  
**Cell Phone**  
**Your Address** 5001 Revenue Blvd  
Cash, NC 55554

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

Submit Requests Cancel



An email will go to the Community Use Section for Fairfax County Public Schools, who will review your request for an account, and make sure you are associated with the correct Organization(s) in their master list.

You should receive email confirmation of your request for an account. You will receive an additional email notification letting you know if your request for an account was accepted or declined.

If your registration for an account is accepted, you can return to the CommunityUse login page <https://www.communityuse.com/default.asp?acctnum=738652987> and login to begin requesting facility usage in Fairfax County Public Schools.

**Need assistance or have questions, please contact the Community Use Section at 571-423-2340 or via email at [fcpscommunityuse@fcps.edu](mailto:fcpscommunityuse@fcps.edu) .**