



FMX PROCEDURES

How - To Guide

Rev: 3.3.23

Overview of FMX

- Centralizes all Facilities/Property Work Orders, as well as Safety and Security, Transportation, and Event requests across all campus locations.
- Allows tracking and ensures completion of all requests or tasks.
- Communicates the status of all submitted requests throughout the request cycle (approval, assignment, completion, etc.) to SLCC faculty and staff.
- Enhances our ability to make data-informed, strategic decisions to help serve the College.
- Gauges whether the department is successfully fulfilling its responsibilities to the College, students, faculty, and staff.

To access the online FMX portal,
open any internet browser and go to
solacc.gofmx.com



Log in

Log in

Log in with SSO

Need an account?



Log in

[Log in](#)

[Log in with SSO](#)

Need an account?

It is recommended that you add the Log-In screen to your favorites for easier accessibility.





Log in

Log in

Log in with SSO

Need an account?

To log into the site, click the “Log in with SSO” button.



Log in

Log in

Log in with SSO

Need an account?

Additionally, you can log into the site using your “solacc.edu” email account.

Should you need to set or reset your password, email facilities@solacc.edu



Calendar

New request

100+ JH

October 2022 < > TODAY Month

Saved Filter

Legend Settings

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
		<div data-bbox="993 406 1286 492"> <p>All day 6891518 - CDL Ramp Upgrade Opelousas Campus - TH Harris Main Bldg</p> </div>				
2	3	4				8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	<div data-bbox="687 1170 980 1256"> <p>All day 7064182 - Ann "Ginny" Jackson Lafayette Campus - Ardoin</p> </div>	<div data-bbox="1286 1170 1579 1256"> <p>All day 452489 - Daily Work Entry - Steve Lopez Abbeville Campus - Gulf Area Bldg A and</p> </div> <div data-bbox="1286 1256 1579 1342"> <p>4p - 5p 262607 - test</p> </div>	<div data-bbox="1592 1170 1885 1256"> <p>All day 449340 - Annual Electrical Panel Inspecti New Iberia Campus - Teche Bldg 609 Emt</p> </div> <div data-bbox="1592 1256 1885 1342"> <p>All day 449390 - Vehicle Inspection and Servicing 1994 Ford F-250 and 9 others</p> </div>	<div data-bbox="1898 1170 2191 1256"> <p>All day 447744 - Daily Work Entry - Brian Wedig Morgan City Campus - Young Memorial M</p> </div> <div data-bbox="1898 1256 2191 1342"> <p>All day 447745 - Daily Work Entry - Johnathon Sc Morgan City Campus - Young Memorial M</p> </div>		

This is the calendar view of the site where you can view your submitted request and its tentative execution date.

- Work Order Survey Results
- Calendar**
- To-Do List
- Event Requests
- Planned Maintenance
- Transportation Requests
- Work Order Requests
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- Resources & Locations
- Users & Contacts
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South Louisiana Community College logo

Work Order Survey Results

Calendar

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- Bulk Imports

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Calendar

March 2023 < > TODAY Month >

Search bar with icons for Saved, Filter, Clear

Status: Finalized & completed

To submit a new request, click the "New request" button.

New request

- Event request
- Transportation request
- Safety and Security request
- Work Order request
- Planned maintenance task

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	<ul style="list-style-type: none">8a - 10p: 2609614 - Facilities Auditorium8a - 4p: 276232 - Registration and Testing Lafayette8a - 1p: 2594700 - Black History Month Celebration Auditorium9a - 1:30p: 277997 - Home Health and Skills Lab Lafayette, La	<ul style="list-style-type: none">8a - 10p: 2609616 - Facilities Auditorium8a - 4p: 276236 - Registration and Testing Lafayette9a - 12p: 2593011 - ECA Advisory Auditorium12:30p - 2p: 2602457 - African American Heritage Celebration Auditorium4p - 5:15p: 2606368 - Spring 2023 Lecture Series Auditorium	<ul style="list-style-type: none">All day: 2587956 - CTE Opportunity GAP Analysis Auditorium8a - 5p: 2591522 - SLCC Spring 2023 Scholarship Auditorium8a - 4p: 275844 - HiSet Testing Lafayette Campus-Devalcourt8a - 4p: 276237 - Registration and Testing Lafayette10:30a - 3p: 280991 - CME & ASC Campus Visits SLCC Lafayette Campus	<ul style="list-style-type: none">8a - 8p: 2619436 - Facilities Auditorium8a - 4p: 276238 - Registration and Testing Lafayette8a - 3p: 276280 - Campus Visit Devalcourt		
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Calendar

March 2023 < > TODAY Month >

Search bar with icons for Saved, Filter, and Clear.

Status: Finalized & completed

This will give you access to the different request modules.

New request

- Event request
- Transportation request
- Safety and Security request
- Work Order request
- Planned maintenance task



Work Order Survey Results

Calendar

To-Do List

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Transportation Requests

Work Order Requests

Buildings

Equipment

Resources & Locations

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Bulk Imports

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
	<ul style="list-style-type: none"> 8a - 10p: 2609614 - Facilities Auditorium 8a - 4p: 276232 - Registration and Testing Lafayette 8a - 1p: 2594700 - Black History Month Celebration Auditorium 9a - 1:30p: 277997 - Home Health and Skills Lab Lafayette, La 	<ul style="list-style-type: none"> 8a - 10p: 2609616 - Facilities Auditorium 8a - 4p: 276236 - Registration and Testing Lafayette 9a - 12p: 2593011 - ECA Advisory Auditorium 12:30p - 2p: 2602457 - African American Heritage Celebration Auditorium 4p - 5:15p: 2606368 - Spring 2023 Lecture Series Auditorium 	<ul style="list-style-type: none"> All day: 2587956 - CTE Opportunity GAP Analysis Auditorium 8a - 5p: 2591522 - SLCC Spring 2023 Scholarship Auditorium 8a - 4p: 275844 - HiSet Testing Lafayette Campus-Devalcourt 8a - 4p: 276237 - Registration and Testing Lafayette 10:30a - 3p: 280991 - CME & ASC Campus Visits SLCC Lafayette Campus 	<ul style="list-style-type: none"> 8a - 8p: 2619436 - Facilities Auditorium 8a - 4p: 276238 - Registration and Testing Lafayette 8a - 3p: 276280 - Campus Visit Devalcourt 		
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Here is an explanation of each Module and it's use...

EVENT REQUEST

Used to schedule internal SLCC sponsored events and activities.

This is not used to schedule any activities in classrooms, shops or laboratories. Those requests are completed through the Registrar's Office using the following link: [Reserve a Room | Registrar's Office \(solacc.edu\)](#)

TRANSPORTATION REQUEST

Used to schedule a College owned statewide vehicles or to rent a vehicle for official SLCC travel/business purposes.

ALL Requests must have an approved Chrome River Preapproval travel document attached.

SAFETY AND SECURITY REQUEST

Used to submit a request to the **Office of Safety and Security** for the following:

- Requesting a physical key or electronic fob by submitting an Access Control/Key Authorization Request.
- To report a Safety/Security Concern.
- To record an incident statement for an event.
- To request a visitor parking pass.

DO NOT use FMX if there is a safety concern or immediate threat that may cause damage or harm. To report these items, immediately call the main security line at **337.521.8914**.

WORK ORDER REQUEST

Used to submit a request to the **Office of Facility Management** for repairs, support services, as well as the **Office of Property Compliance and Risk Management** for the removal/relocation of property or to make a request for the purchase of office furniture.

The remainder of this guide will walk you through how to use the different modules...



EVENT REQUEST

Rev: 3.3.23



Calendar

October 2022 < > TODAY Month >

New request

- Event request
- Transportation request
- Work Order request
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To schedule a space for an SLCC sponsored event or activity, select the Event Request Module.

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25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

All day
6891518 - CDL Ram
Opelousas Campus

All day
7064182 - Ann "Ginny" Jackson
Lafayette Campus - Ardoin

All day
452489 - Daily Work Entry - Steve Lopez
Abbeville Campus - Gulf Area Bldg A and

4p - 5p
262607 - test

All day
449340 - Annual Electrical Panel Inspecti
New Iberia Campus - Teche Bldg 609 Em


All day
449390 - Vehicle Inspection and Servicing
1994 Ford F-250 and 9 others

All day

All day
447744 - Daily Work Entry - Brian Wedig
Morgan City Campus - Young Memorial M

All day
447745 - Daily Work Entry - Johnathon Sc
Morgan City Campus - Young Memorial M

All day



South Louisiana Community College

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New Event Request

Requests > New Event Request

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Request

- * Event name
- * Buildings
- * Resources
- * Starts All day
- * From
- * To
- * Repeats
- Setup time
- Teardown time
- On behalf of
- * Organization
- * Event Chair
- * Requestor Phone
- * Requestor Email
- * Number of Attendees

This will bring you to the New Event Request form. Complete all fields with the necessary information.

Pre-Event Set-Up Needed

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New Event Request

Requests > New Event Request

Once the reservation has been confirmed by the event scheduler, all requesting parties will be notified. Any potential changes to the reservation (s) must be pre-approved by the Event Coordinator for processing. Accommodations may not be available due to time constraints of other college events.

COMPUTER USAGE

All parties are required to use a USB Flash Drive on SLCC technical equipment. Requests for IT Assistance should be made through the event scheduler.

SETUP & TEARDOWN COMMITTEE

All parties are responsible for assembling a committee to assist in set up and tear down of events.

****Failure to abide by this agreement may result in future requests for facility usage be denied.****

* I have read and agree to the Terms of Agreement.

Additional Information

[Formatting guide](#)

Upcoming reminder day(s) before an

Followers

Make private

Submit

Once you have completed the form, hit the submit button at the bottom of the page.

Once your request is submitted, it is sent to the appropriate individual for approval. Once approved, your event will be scheduled. You will receive an email notification at each step in the process.

Should you wish to not receive these notifications for your request, or have any questions about this process, send these questions to events@solacc.edu or call the **Facilities Support Coordinator** at **337.521.6644**.



TRANSPORTATION REQUEST

Rev: 3.3.23



Calendar

October 2022 < > TODAY Month >

New request

100+ JH

Search Saved Filter

- Event request
- Transportation request
- Work Order request
- Planned maintenance task

To schedule a state or rental vehicle, click on the Transportation Request Module.

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

All day
6891518 - CDL Ram
Opelousas Campus

All day
7064182 - Ann "Ginny" Jackson
Lafayette Campus - Ardoin

All day
452489 - Daily Work Entry - Steve Lopez
Abbeville Campus - Gulf Area Bldg A and
4p - 5p
262607 - test

All day
449340 - Annual Electrical Panel Inspecti
New Iberia Campus - Teche Bldg 609 Em
All day
449390 - Vehicle Inspection and Servicing
1994 Ford F-250 and 9 others
All day

All day
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All day
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All day

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New Transportation Request

Transportation Requests > New Transportation Request

Request

* Request type

* Event name

* Building

* Pickup location

On behalf of

* Destination

* Departure time

* Return time

Followers

Select the type of request and then fill out all necessary information.

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- Reporting

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New Transportation Request

Transportation Requests > New Transportation Request

Request

* Request type: State Vehicle Reservation

* Event name:

* Building:

* Pickup location:

On behalf of: Select a building first

* Destination:

* Departure time: 3/3/2023 11:00am

* Return time: 3/3/2023 12:00pm

****AN APPROVED TRAVEL REQUEST MUST BE COMPLETED AND ATTACHED TO THIS FORM****

Travel Request are submitted through Chrome River. More information can be requested by emailing travel@solacc.edu.

Attached Travel Request:

* Applicant Name:


* Contact Number:

* Department:

* Purpose of Trip:

Ensure that an Approved Travel Request is attached.





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New Transportation Request

Transportation Requests > New Transportation Request

All SLCC state vehicles are reserved on a first come first served basis. The request for a specific vehicle is dependent upon that vehicle's availability for use.

* Is there a specific Vehicle request?

Applicant Agreement

* Unauthorized personnel cannot be transported in state vehicles. Approval of exceptions to this policy are at the discretion of the Chancellor. A waiver must be signed by that individual waiving all liability for loss, injury, or death from said travel.

* Personal use of a state vehicle is prohibited.

* Prior to utilizing the State Vehicle, the employee should inspect the vehicle for prior damage on both the inside and outside of the vehicle. All damage should be reported immediately to the Facilities Department.

Followers

Submit

Back

Once you have completed the form, hit the submit button at the bottom of the page.

Once your request is submitted, it is sent to the Fleet Coordinator for approval. Once approved, your vehicle will be scheduled. You will receive an email notification at each step in the process.

Should you wish to not receive these notifications for your request, or have any questions about this process, send these questions to fleet@solacc.edu or call the **Fleet Coordinator** at **337.521.6643**.



SAFETY AND SECURITY REQUEST

Rev: 3.3.23



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Calendar

March 2023 < > TODAY Month

Search bar with filters: Saved, Filter, Clear

Status: Finalized & completed

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	
	<ul style="list-style-type: none"> 8a - 10p: 2609614 - Facilities Auditorium 8a - 4p: 276232 - Registration and Testing Lafayette 8a - 1p: 2594700 - Black History Month Celebration Auditorium 9a - 1:30p: 277997 - Home Health and Skills Lab Lafayette, La 	<ul style="list-style-type: none"> 8a - 10p: 2609616 - Facilities Auditorium 8a - 4p: 276236 - Registration and Testing Lafayette 9a - 12p: 2593011 - Black History Month Celebration Auditorium 12:30p - 2p: 2602457 - African American Heritage Celebration Auditorium 4p - 5:15p: 2606368 - Spring 2023 Lecture Series Auditorium 	<ul style="list-style-type: none"> 8a - 4p: 276237 - Registration and Testing Lafayette 10:30a - 3p: 280991 - CME & ASC Campus Visits SLCC Lafayette Campus 			
5	6	7	8	9	10	11
12	13	14	15	16	17	18

To make a request for a physical key/electronic fob, report a safety concern, file an incident statement, or request a visitor parking pass, select the Safety and Security Request Module.

New request

- Event request
- Transportation request
- Safety and Security request
- Work Order request
- Planned maintenance task

Legend Settings

83 JH

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Calendar

March 2023 < > TODAY Month ▾

Search
Saved
Filter
Clear

Status: Finalized & completed

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	4
	<ul style="list-style-type: none"> 8a - 10p 2609614 - Facilities Auditorium 8a - 4p 276232 - Registration and Testing Lafayette 8a - 1p 2594700 - Black History Month Celebration Auditorium 9a - 1:30p 277997 - Home Health and Skills Lab V Lafayette, La 	<ul style="list-style-type: none"> 8a - 10p 2609616 - Facilities Auditorium 8a - 4p 276236 - Registration and Testing Lafayette 9a - 12p 2593011 - ECA Advisory Auditorium 12:30p - 2p 2602457 - African American Heritage Celebration Auditorium 4p - 5:15p 2606368 - Spring 2023 Lecture Series Auditorium 	<ul style="list-style-type: none"> 8a - 4p 275844 - HiSet Testing Lafayette Campus-Devalcourt 8a - 4p 276237 - Registration and Testing Lafayette 10:30a - 3p 280991 - CME & ASC Campus Visits SLCC Lafayette Campus 	<ul style="list-style-type: none"> 8a - 3p 276280 - Campus Visit Devalcourt 		
5	6	7	8	9	10	11
12	13	14	15	16	17	18

DO NOT use FMX if there is a safety concern or immediate threat that may cause damage or harm. To report these items, immediately call the main security line at **337.521.8914**.

New request

- Event request
- Transportation request
- Safety and Security request

Legend Settings

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JH

Navigation icons: search, home, user profile, etc.

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New Safety and Security Request

Safety and Security Requests > New

Request

* **Request type**

* **Request**

* **Building**

* **Location**

Equipment

* **Due**

Followers

* **Applicant Name**

* **Contact Number**

* **Department**

* **Department Head**

* **Type of key**

* **Room #**

Select the type of request needed.

Applicant Agreement

- * This key is fused for official duties and cannot be issued or loaned to any other personnel.
- * This key cannot be duplicated.



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Reporting

New Safety and Security Request

Safety and Security Requests > New

* Campus of Occurrence

* Exact Location of Incident

* Description of Concern

[A Formatting guide](#) [Show preview](#)

Supporting Attachments

Additional Notes

[A Formatting guide](#) [Show p](#)

Once you have completed the form, hit the submit button at the bottom of the page.

Submit

Back

Once your request is submitted, it is sent to the Office of Safety and Security for review.

If you have any questions about this process, send these questions to safetyandsecurity@solacc.edu or call the **Main Security Line** at **337.521.8914**.



FACILITIES/PROPERTY WORK ORDERS



Calendar

October 2022 < > TODAY Month >

New request

100+ JH

Search Saved Filter

- Event request
- Transportation request
- Work Order request
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For Facilities/Property Work Orders, click on Work Order request.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	All day 6891518 - CDL Ram Opelousas Campus			29	30
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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	All day 7064182 - Ann "Ginny" Jackson Lafayette Campus - Ardoin	All day 452489 - Daily Work Entry - Steve Lopez Abbeville Campus - Gulf Area Bldg A and	All day 262607 - test	All day 449340 - Annual Electrical Panel Inspecti New Iberia Campus - Teche Bldg 609 Em	All day 447744 - Daily Work Entry - Brian Wedig Morgan City Campus - Young Memorial M	All day 447745 - Daily Work Entry - Johnathon Sc Morgan City Campus - Young Memorial M
				All day 449390 - Vehicle Inspection and Servicing 1994 Ford F-250 and 9 others	All day	All day

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New Work Order Request

Work Order Requests > New

Request

* Request type

* Request

* Building

Location

On behalf of

Equipment

* Due

Followers

- Electrical Repair
- Facility Setup
- Fleet Maintenance
- Furniture Request
- General Repair**
- HVAC Repair
- Landscaping/Grounds Task
- Major Repair
- Minor Project Request
- Select a building first

You will then be allowed to select the "type" of request. Select the Request Type that most nearly fits your request.

Submit Back

Here is an explanation of the different Work Order request types available....

Custodial Request – Reporting of custodial items needing to be addressed.

Electrical Repair – Request for burnt lights, cracked wall plates or any other repair involving the electrical system.

Fleet Maintenance – Repair or Maintenance needed to a state fleet vehicle.

Furniture Request – request for office or classroom furniture. **These requests require Department Head approval prior to submittal.**

General Repair – Miscellaneous repairs at any SLCC facilities.

HVAC Repair – Any HVAC issue or concern. **For HVAC outages call the Office of Facility Management 337.303.7277.**

Landscaping/Grounds Task – Any landscaping or concerns related to the condition of SLCC grounds.

Major Repair – This Request Type is **only used by SLCC Facility Management.** Do not use this for your requests.

Minor Project Request – Request for minor remodeling projects. **These requests require Department Head approval prior to submittal.**

Miscellaneous Request – General field for any request that cannot be placed in another category.

Painting Request – Request for the minor paint touchups and patching of walls. Any large painting projects should be submitted as a Minor project.

Pest Control Request – Reporting of any pest control issues needing to be addressed.

Plumbing Request – Reporting of any leaks to toilets, sinks or other plumbing systems. **For major leaks, call the Office of Facility management at 337.303.7277.**

Property Removal/Relocation Request – The removal or relocation of any moveable asset from a SLCC campus. **These requests require Department Head approval prior to submittal.**

Support Service – Any support item, such as the transfer of items or unloading of equipment where assistance is needed.



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New Work Order Request

Work Order Requests > New

Request

* **Request type**

* **Request**

* **Building**

Location

On behalf of

Equipment

* **Due**

Followers

Description

[A Formatting guide](#) [Show preview](#)

Attachments

Once you select the Request Type, the available fields will change depending on nature of that request. Populate the fields as required.



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New Work Order Request

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Request

* **Request type**

* **Request**

* **Building**

Location

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* **Due**

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Description

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Attachments

Submit **Back**

Ensure to include any information that will assist in the completion of this task in the Description field.



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New Work Order Request

Work Order Requests > New

* Project Location

* Description and Justification of Project

[Formatting guide](#) [Show preview](#)

* Has a schedule of cost for this project been created?

If so, please attach

* Has Budget/Unit Head Approval been granted?

If so, please attach email confirmation

* Has Project Plan been submitted and approved by the Director of Facilities and Security management?

Project Plan

Submit

Back

Some Request Types may require the attachment of requested information. Failure to attach this information will result in the denial or inability to fulfill the request.



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New Work Order Request

Work Order Requests > New

* Project Location

* Description and Justification of Project

[A Formatting guide](#) [Show preview](#)

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* Has Project Plan been submitted and approved by the Director of Facilities and Security management?

Project Plan

Once all fields have been populated, select the red "Submit" button.

Submit Back

Once your request is submitted, it is sent to the Department of Facilities and Security Management for approval. Once approved, it is assigned to the team/technician responsible for completion. You will receive an email notification at each step in the process and will be provided a satisfaction survey upon completion of the request.

Should you wish to not receive these notifications for your request, or have any questions about this process, send these questions to facilities@solacc.edu or call the [Office of Facility Management](#) at [337.521.8901](tel:337.521.8901).