

How to Request Access to Submit Online Facilities Requests (SchoolDude) For the First Time

The **Byram Hills School District** is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

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

<http://www.communityuse.com/default.asp?acctnum=79420416>

At the top of the page, you'll see a link to Login to Request Facility Use.



Click on that link to Login:

Then click on the Create One link to create an account and request access to submit online requests.


If the district has a Terms and Conditions form uploaded, you will be asked to read and agree to the terms first.

Check the Box, and Choose Agree and Register.* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.

You will then be asked to complete the following Personal Profile Form.

Click Save and Next once you've filled in all required fields.

Academy of Carolina North at Edgestow Welcome Guest! Log in to Request Facility Use North Carolina School District



Home Documents Help

Search for

Step 1 of 3: Personal Profile

Registration Wizard

[Personal Profile](#) Request Organizations Confirmation

My Contact Settings

First Name Last Name

Email Address

Phone Number

Cellular Phone

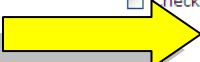
Your Address *

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

Password Settings

Password Verification

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



Continue to next page.

On the Request Organization page you can request to be an 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

| Organization Status | Organization Name | Organization Type | Address |
|---------------------|-------------------|-------------------|---------|
| No record found | | | |



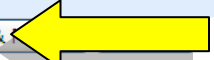

You will then see the message Pending next to the requested Organization.

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

Requested Organization List

1 - 1 of total 1 listed

| Organization Status | Organization Name | Organization Type | 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 districts FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

Step 3 of 3: Request Confirmation

Registration Wizard

Personal Profile Request Organizations **Confirmation**

Confirmation

Your Organization Requests have been submitted.

They will be processed shortly, and you will receive e-mail updates of their status.

If you have any questions, contact SchoolDude CUse Contact at 919-555-1212 or schooldude.admin+CUSEcontact@gmail.com.

Once your registration is accepted by Byram Hills, you will be notified via e-mail and can return to the CommunityUse login page (<http://www.communityuse.com/default.asp?acctnum=79420416>) and login to begin requesting facility usage.