

How to Request Access to Submit Online Facilities Requests

The [Hemet Unified 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.

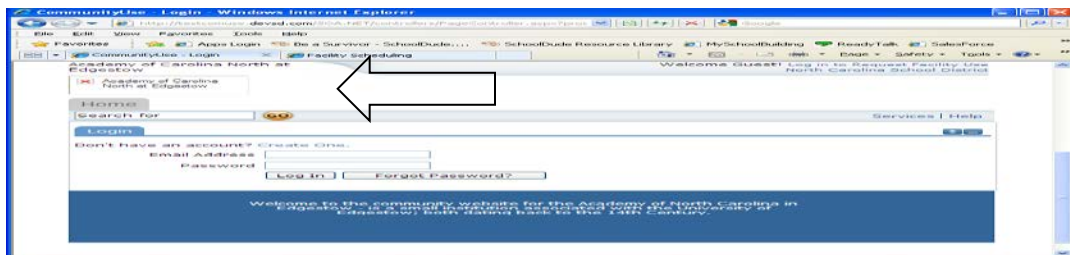
First, click on this link to access the CommunityUse Calendar:

[Hemet USD Facility Use System](#)

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

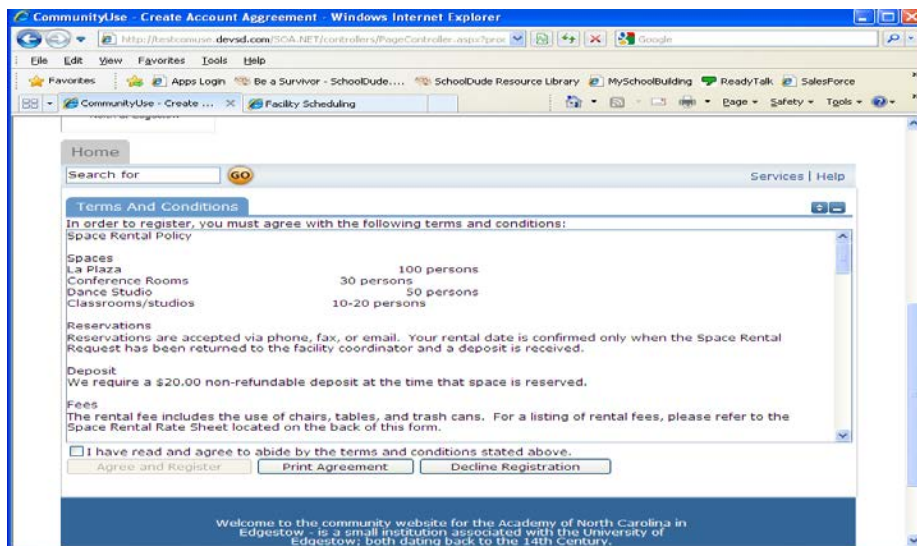


Click on that link to Login:



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.

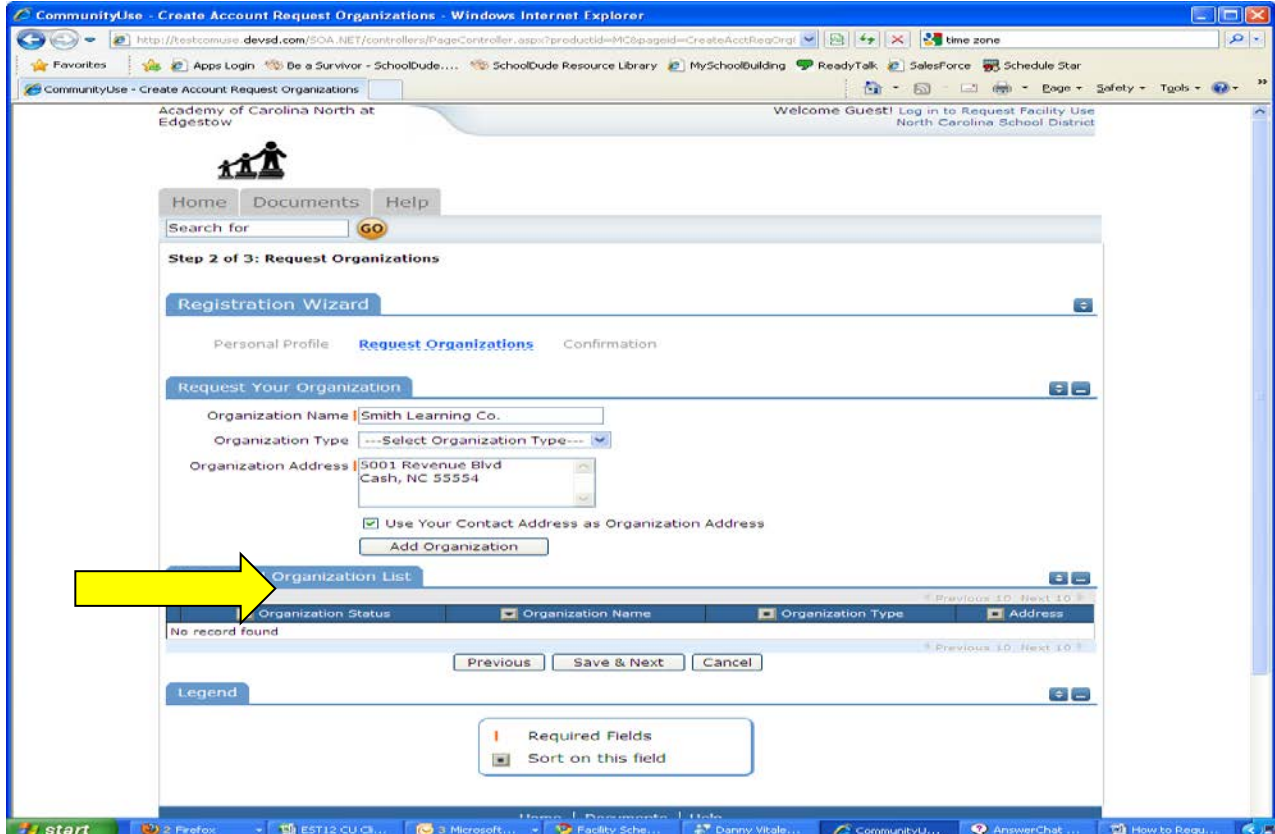


You will then be asked to complete the following Personal Profile Form.

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

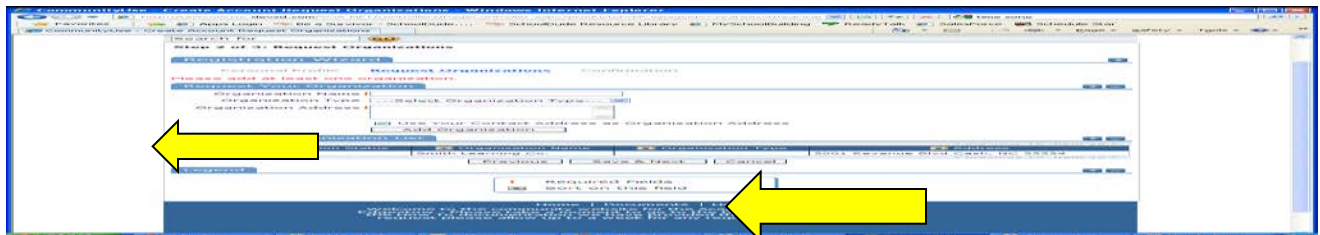
The screenshot shows a web browser window with the URL <http://testcomuse.devsd.com/soa.NET/controllers/PageController.aspx?productId=MC&pageid=CreateAcctPersona>. The page title is "CommunityUse - Create Account Personal Information - Windows Internet Explorer". The main content area is titled "Step 1 of 3: Personal Profile" and contains a "Registration Wizard" with three steps: "Personal Profile", "Request Organizations", and "Confirmation". The "Personal Profile" step is active and includes a "My Contact Settings" section with the following fields: First Name (Adam), Last Name (Smith), Email Address (adam@trading.email.com), Phone Number (111-212-1122), Cellular Phone, and Your Address (5001 Revenue Blvd, Cash, NC 55554). A note below the address field states: "Note: This is your Contact Address. You will enter the organization address on the next page." The "Password Settings" section includes Password and Verification fields, both masked with dots. There is a checkbox for "Check here to remove self from all event-related email notifications." and "Save & Next" and "Cancel" buttons. A "Legend" section at the bottom contains a "Required Fields" indicator, which is highlighted by a yellow arrow.

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”.

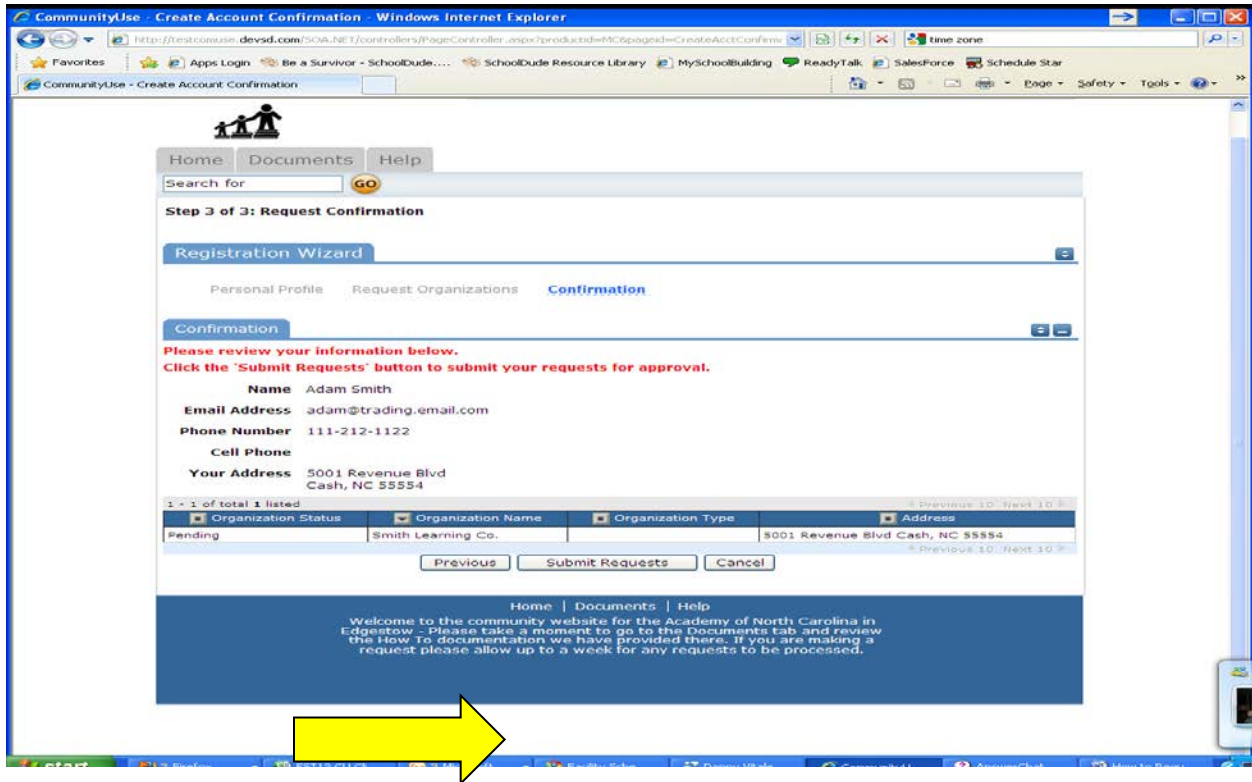


You will then see the message Pending next to the requested Organization.

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

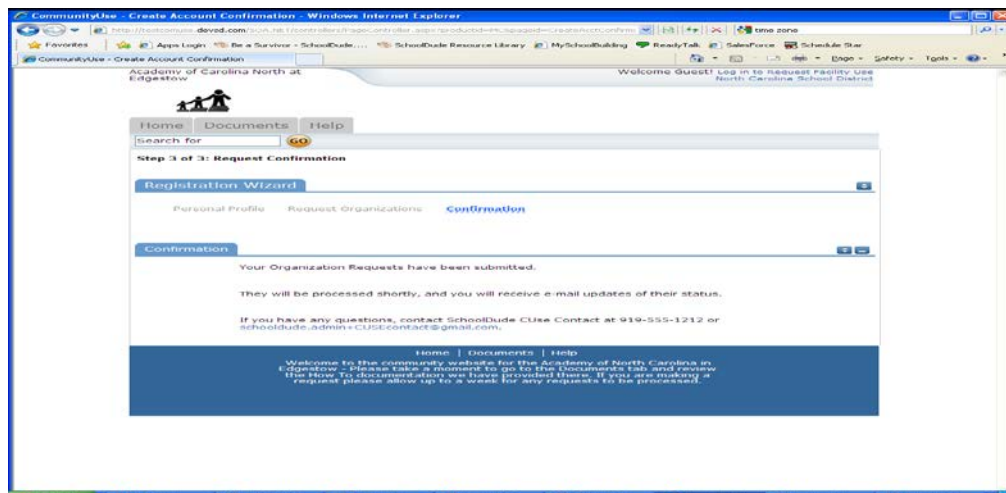


On the final page, confirm the information and click Submit Requests.



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.



If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.