


Directions for using our new conference room scheduler. Facility Management Systems.

1. If you are a new user, you will need to log in to CMS (Content Management Systems) first by clicking on this icon  at the top of the webpage.
2. Then you will be directed to this screen and you will need to click on “New Teacher Webpage User.”

SCHOOLPOINTE CMS LOGIN

 Sign in with SchoolPointe

SchoolPointe Single Sign-On



The SchoolPointe login form has been replaced with a Single Sign-On for more secure communication between your browser and our servers. For more information view our [knowledgebase article](#).

[New Teacher Webpages User](#)

3. The next screen you will enter your email address to verify you are a valid user. You will then receive an email from SchoolPointe CMS to set up your password.

SCHOOLPOINTE CMS LOGIN

Please enter your e-mail address, and we will check to be sure you are a valid user of the Teacher Webpages. If this is confirmed, we'll email you a new password, with which you can return to this page and login.


Email Address

Send Email

Cancel

Your password for the Southern Ohio ESC site has been reset


Your Username is: so_jludwick@mveca.org

Your New Password is: 

This is your new password, you can change your password in the CMS.


Thank you,
Southern Ohio ESC

4. I highly suggest you change your password to something you will remember. (CMS is also used to log into Employee Resources/Staff Intranet.)

1. Once you have completed the CMS step you will then click on the FMS (Facilities Management System) icon  at the far right of the top screen. You will use your CMS Log in Information to log into FMS.



You are now logged in to the New Conference Room Scheduler.

2. Click New Request  then you will select the location of your request in a drop down box.
 - ESC Conference Room Requests
 - R14 Conference Room Requests
3. After you have selected your location it will ask you to select Location of Request again and then Resource at your Location.

ESC Conference Room Options:
 Large Conference Room
 Small Conference Room

R14 Conference Room Options:
 Conference Room A
 Conference Room B
 Conference Room C
 Conference Room D
4. Once you have completed your selection you will receive an email letting you know if your request was approved or denied.