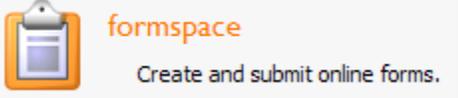
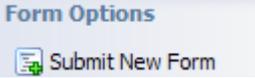
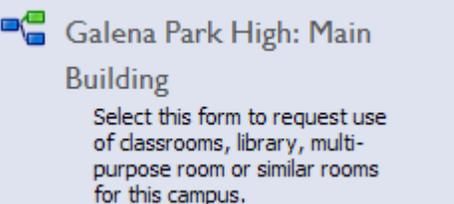
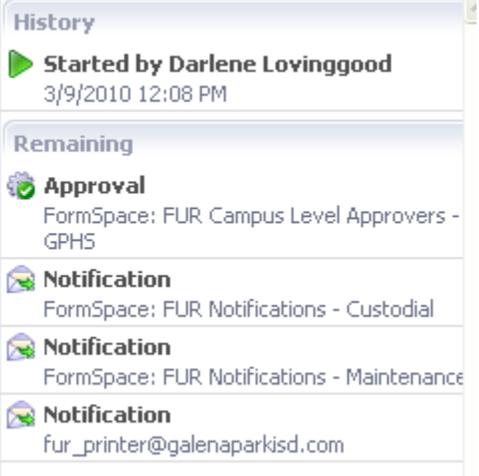


Facility Use Request

End User

<p>In Eduphoria: Select Formspace</p>	
<p>At the bottom left of the screen – Select: Submit New Form</p>	
<p>Select: Facility Use Requests</p>	
<p>Select: Correct Location</p>	
<p>Select: Correct Workflow</p> <p>Please Note: Some Locations do not have work flow as a selection</p>	
<p>Note: When selecting date and time – you MUST click on the calendar icon to type in a selection.</p>	
<p>Fill out the form. Note: Asterisk fields must be filled out</p> <p>Select: Submit Form</p>	<p>Contact: *</p> 
<p>You can view the History of the form on the right side of the screen.</p> <p>The history is updated as the form is approved or denied in the workflow process.</p>	
<p>To view completed forms: In Eduphoria Formspace, your forms will appear in the left column under Current Forms and/ Past Forms. Click on the Form to view history (workflow)</p>	
<p>Note: When viewing the Form History (workflow) – you can click on the paper icon to add a note.</p>	
<p>Note: The Workflow icon is a toggle. Click on to hide history or show history (workflow).</p>	