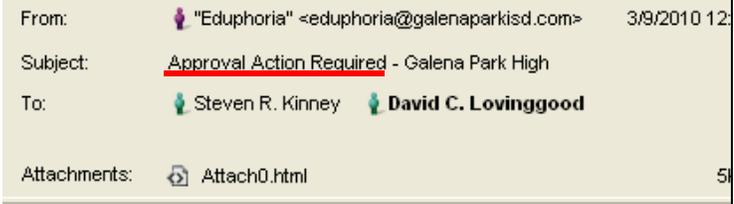
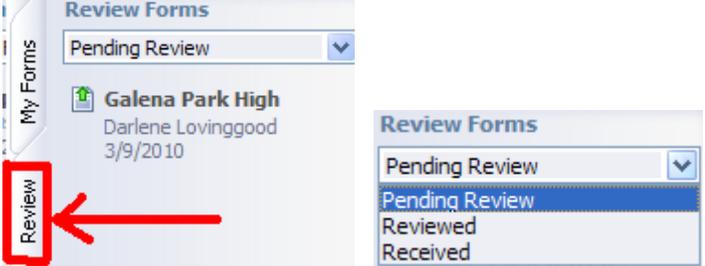
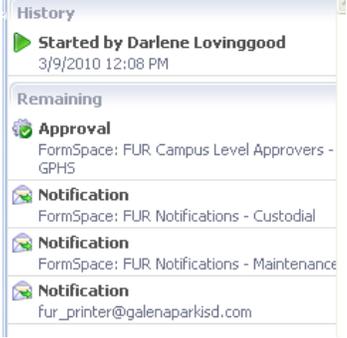
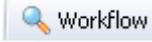


# Facility Use Request

Campus Approver

<p>When a FUR is completed for your campus – you will receive an Email.</p> <p>See sample Email - →</p> <p>When you receive an email, login to Eduphoria Formspace to approve or deny the request.</p>	 <p>Form Response Submitted by Darlene Lovinggood 3/9/2010 12:08:20 PM GPISDFacility Use Request -Galena Park High School</p>
<p>In Eduphoria: Select: Formspace Select: Review Tab</p> <p>Note: You can click on the down arrow key to see Reviewed and Received forms.</p>	
<p>Scroll to the bottom of the form to add Comments – if needed</p>	<p>Comments by Campus Approver:</p>
<p>Utilize the top bar menu to Approve or Deny the request.</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>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>	
<p>Note: Fine Arts, Athletics and Kitchen facilities require additional approval from the district departments. After your approval, the district level department will receive the FUR.</p> <p>Note: After the last approval step: Maintenance, Custodial Services and Security will receive a copy of the FUR</p>	