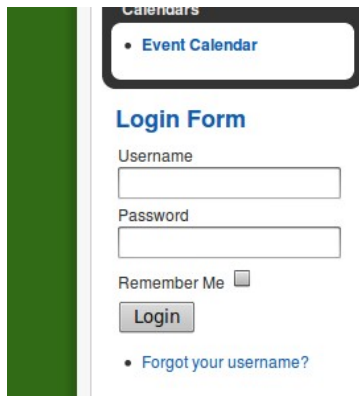


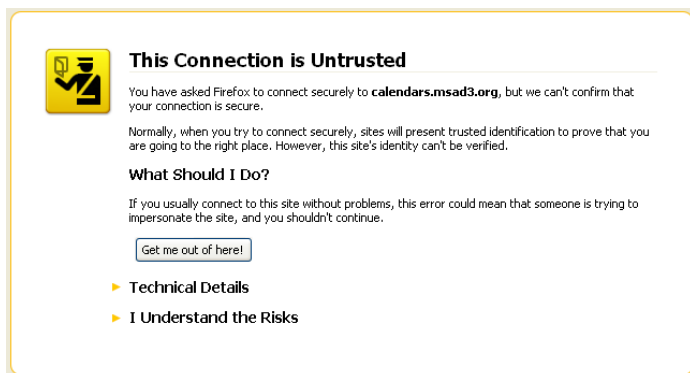
## Checking The Facility Use Calendar

1. Goto <http://calendars.msad3.org>
2. Goto the login section that is in the bottom left corner and log in with your network username and password.

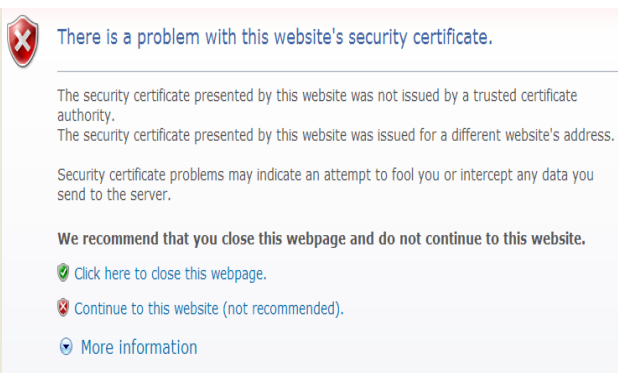


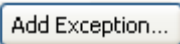
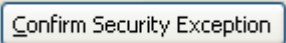
3. If you receive one of the following screens, continue to step 3, if not skip to step 7.

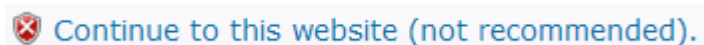
### FireFox



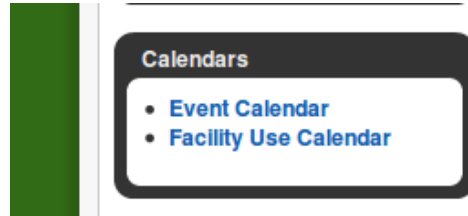
### Internet Explorer



4. If you are using FireFox goto step 5a, if you are using Internet Explorer goto step 6.
5. FireFox Instructions:
  - 5-A. Click "I Understand the Risks"
    - ▶ **I Understand the Risks**
    - 5-B. Click "Add Exception..."  

    - 5-C. Click "Confirm Security Exception" (the button may take a few seconds to become active)  

    - 5-D. Skip to step 7
6. Click "Continue to this website (not recommended)"

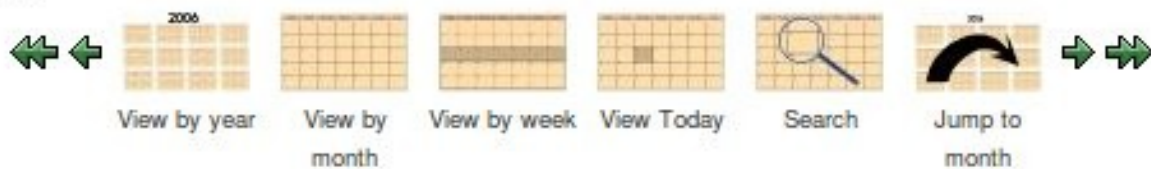


7. You may have to log in again (repeat step 2)
8. Click “Facility Use Calendar” on the left side under the Calendars menu.



9. Now you will see the current month view of facility usage.
  - Click on an event to get more details.
  - use the navigation buttons at the top of the calendar to change the view and to change the time frame shown.
  - you can always get back to the current monthly view by repeating step 7.
10. to get different views and change the times, click the icons at the top of the calendar.

Calendar



## Request Facility usage

1. Follow Steps 1-7 from the instructions “Checking The Facility Use Calendar”.
2. Click “Request Facility Use” on the left side under the Calendars menu.
3. Fill out all of the required information.
  - Make sure your Email address is correct, it should be your firstclass username@msad3.org  
i.e. jsmith@msad3.org
4. when you have finished filling out the form, check that it is correct and complete and click the “Submit” button at the bottom of the page.
5. Your request has now been sent to be approved.
6. Check the Facility Use Calendar often to see if your request has been approved and that all of the information is listed correctly.
  - If your request is denied you will be contacted.