

## How to Request Access to Submit Online Facilities Requests

The Northwest Catholic District School Board 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.

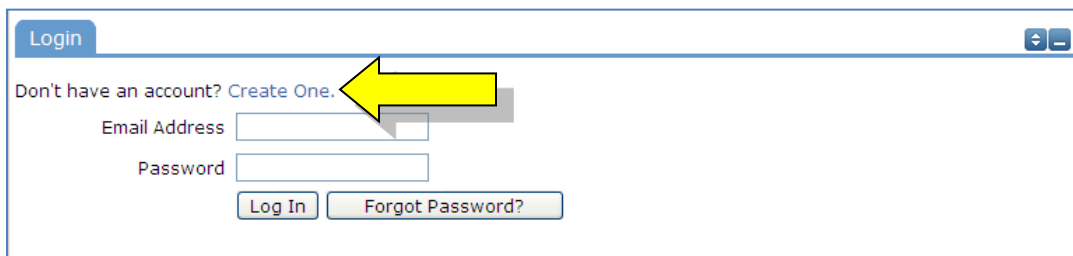
First, click on this link to access the CommunityUse Calendar:

<http://www01.communityuse.com/default.asp?acctnum=107969252>

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

Welcome Guest! [Log in to Request Facility Use](#)  
Northwest Catholic District School Board

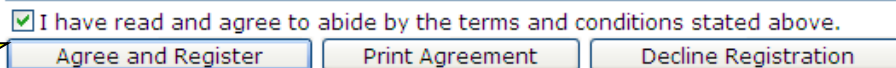
Click on that link to Login:



The screenshot shows a login form titled "Login" in a blue header. Below the header, there is a link "Don't have an account? [Create One.](#)" with a yellow arrow pointing to it. Below this are two input fields: "Email Address" and "Password". At the bottom of the form are two buttons: "Log In" and "Forgot Password?".

Then click on the Create One link to create an account and request access to submit online requests.

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.




The screenshot shows a registration agreement form. At the top, there is a checked checkbox followed by the text "I have read and agree to abide by the terms and conditions stated above." Below this are three buttons: "Agree and Register", "Print Agreement", and "Decline Registration". A yellow star is positioned to the left of the "Agree and Register" button.

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


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

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


Academy of Carolina North at Edgestow Welcome Guest! Log in to Request Facility Use  
North Carolina School District





Home Documents Help

Search for  

**Step 1 of 3: Personal Profile**

**Registration Wizard** 

[Personal Profile](#) Request Organizations Confirmation

**My Contact Settings**  

First Name  Last Name



Email Address

Phone Number

Cellular Phone

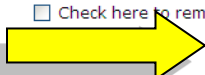
Your Address  \*

\*  
*Note: This is your Contact Address. You will enter the organization address on the next page.*

**Password Settings**  

Password  Verification

Check here to remove self from all event-related email notifications.



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".

**Step 2 of 3: Request Organizations**

Registration Wizard

Personal Profile **Request Organizations** Confirmation

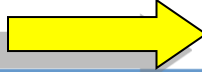
Request Your Organization

Organization Name | Smith Learning Co.

Organization Type | ---Select Organization Type---

Organization Address | 5001 Revenue Blvd  
Cash, NC 55554

Use Your Contact Address as Organization Address

 Add Organization

Requested Organization List

<input type="checkbox"/> Organization Status	<input checked="" type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
No record found			

Previous Save & Next Cancel

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"

Requested Organization List

1 - 1 of total 1 listed

<input checked="" type="checkbox"/> Organization Status	<input checked="" type="checkbox"/> Organization Name	<input type="checkbox"/> Organization Type	<input type="checkbox"/> Address
<input checked="" type="checkbox"/> Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

Previous Save & Next

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

**Step 3 of 3: Request Confirmation**

Registration Wizard

Personal Profile Request Organizations [Confirmation](#)

Confirmation

**Please review your information below.**  
**Click the 'Submit Requests' button to submit your requests for approval.**

**Name** Adam Smith  
**Email Address** adam@trading.email.com  
**Phone Number** 111-212-1122  
**Cell Phone**  
**Your Address** 5001 Revenue Blvd  
Cash, NC 55554

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

Submit Requests Cancel

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.

You must wait for your account request to be approved before submitting an application. Please allow 2-3 business days for this request to be processed. You will be notified via email when your account request has been approved.

**Step 3 of 3: Request Confirmation**

Registration Wizard

Personal Profile Request Organizations [Confirmation](#)

Confirmation

Your Organization Requests have been submitted.

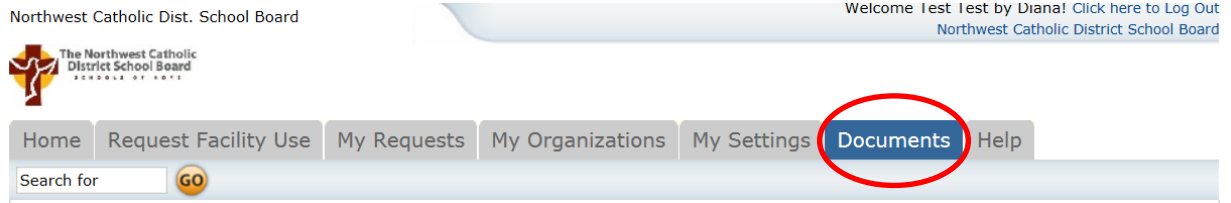
They will be processed shortly, and you will receive e-mail updates of their status.

If you have any questions, contact SchoolDude CUse Contact at 919-555-1212 or schooldude.admin+CUSEcontact@gmail.com.

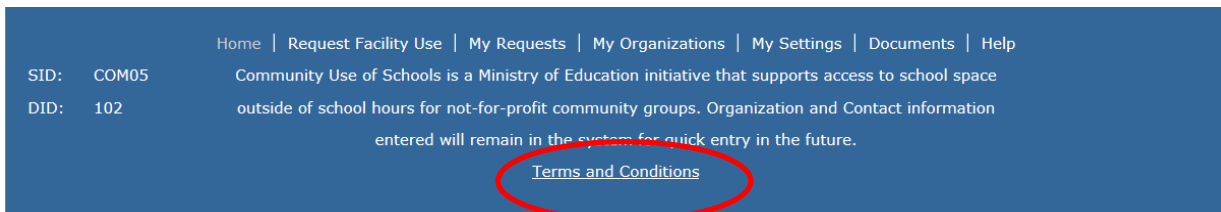
If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.

**Terms and Conditions of Use** must be reviewed and are deemed to be agreed upon once an application is submitted for review. There are 3 areas where you can find this information within your Application screens.

- 1) The first is within the Document Tab as shown below. By viewing the documents in this area, you can confirm you agree with all requirements prior to submitting an application.



- 2) Another area to locate the Terms and Conditions is at the bottom of your Home screen after login:



A pop-up window will appear that contains the same documents as in the “Document” section mentioned above however, it’s format is harder to read.

- 3) Prior to submitting your application, the system will force you to confirm you have read our Terms and Conditions:

Delete	Date	Submitted By	Description	Filename	Size	Add New File
No attachments						
(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)						
Signature   <input type="text"/> (please enter your email address)						
<input type="checkbox"/> I confirm that I have previously read and agree with the <a href="#">terms and conditions</a> of facilities use.						
Previous			Save			

Legend

- Required Fields
- Insurance Expired