

# IT Applications Training & Support



## Facility Use Agreements

Creating, Processing, and Approving Facility Use Agreements



Revised – 4/2/2021



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### TRAINING AND SUPPORT

District support for Facilitron’s Facilities Use processing is provided by the vendor Facilitron.

Vendor Support	Training	Procedural Issues
Facilitron	Training Specialists	Facilities Management
(800) 272-2962	(909) 386-2550	(909) 388-1136
<a href="mailto:support@facilitron.com">support@facilitron.com</a>	techtraining@sbcusd.com	
<a href="https://support.facilitron.com">https://support.facilitron.com</a>		

### FACILITRON ACCOUNT CREATION

Facilitron creates accounts for SBCUSD staff members. Please send the following information to support@facilitron.com and they will set up a Facilitron account for you.

- First Name
- Last Name
- Email Address
- Professional Title
- Site or Department
- Phone Number
- School Site

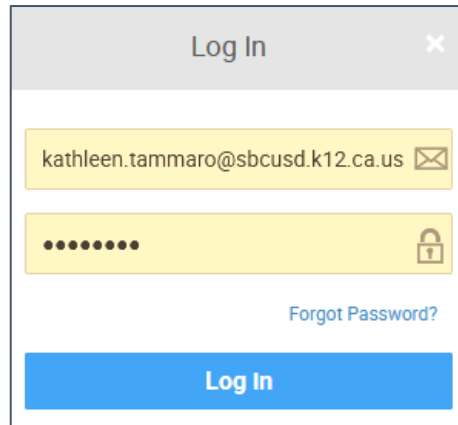
After you submit the information, you will receive an email with instructions on how to login to Facilitron.

LOGIN

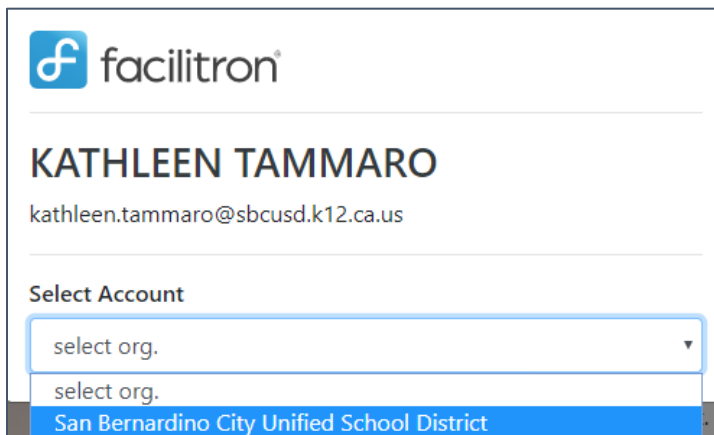
- Go to the following web address:  
<https://www.facilitron.com/sbcusd92410>
- Click on the **Log In** button on the top, right-hand side of the screen.

Log In

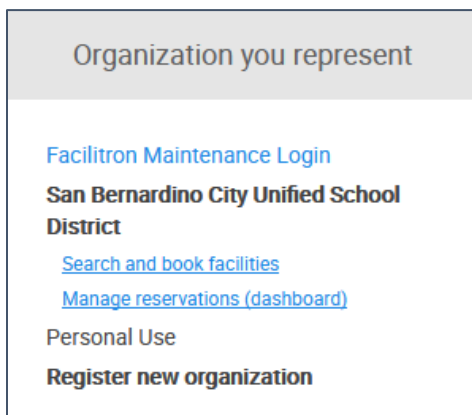
- Enter your **Username**:  
[first.lastname@sbcusd.k12.ca.us](mailto:first.lastname@sbcusd.k12.ca.us)
- Enter your **Password**.
- Click the **Log In** button.



- Select the **San Bernardino City Unified School District**.



- Click on the appropriate option.

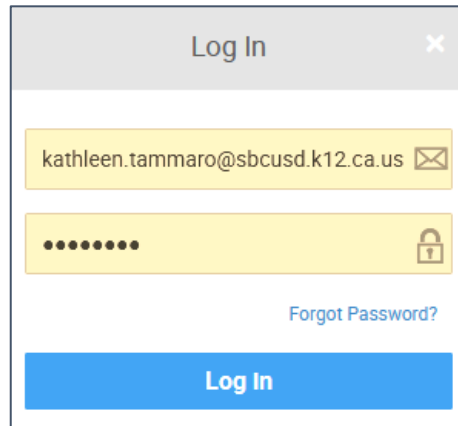


CHANGE OR FORGOT PASSWORD

- Go to the following address:  
<https://www.facilitron.com/sbcusd92410>
- Click on the **Log In** button on the top, right-hand side of the screen.

Log In

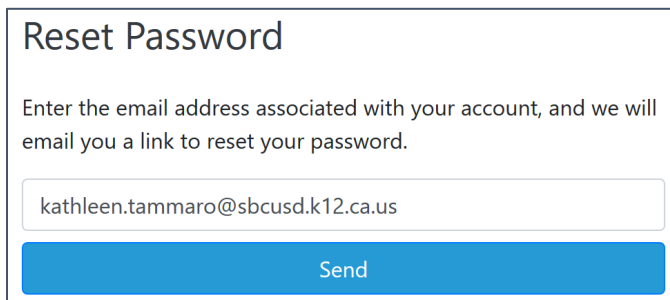
- Enter your **Username**:  
[first.lastname@sbcusd.k12.ca.us](mailto:first.lastname@sbcusd.k12.ca.us)
- Enter your **Password**.
- Click the **Forgot Password** button.



- Click on the **Forgot Password** link.

Forgot password?

- Enter your district email address and click on the **Send** button.



- Login to your district email and click on the Facilitron password reset link and create a new password. (The email link expires after 10 minutes.)

FACILITIES USE REQUEST FOR SBCUSD STAFF

The Facilitron vendor has excellent support materials at [support.facilitron.com](https://support.facilitron.com).

**Internal vs External Reservations:**

<https://support.facilitron.com/support/solutions/articles/33000231411-internal-reservations-vs-external-reservations-what-s-the-difference>

**Internal Reservation Page Overview:**

<https://support.facilitron.com/support/solutions/articles/33000237338-reservation-detail-page-an-overview>

**Creating an Internal Reservation:**

<https://support.facilitron.com/support/solutions/articles/33000231167-creating-an-internal-reservation>

**Creating an Internal Schedule with Multiple Dates:**

<https://support.facilitron.com/support/solutions/articles/33000231208-creating-an-internal-schedule-with-multiple-dates>

**Creating and Managing Reservations Video Training:**

<https://support.facilitron.com/support/solutions/articles/33000243437-video-training-for-admins-complete->