IT Applications Training & Support

Facility Use Agreements
Creating, Processing, and Approving Facility Use Agreements

Revised – 4/2/2021
TRAINING AND SUPPORT

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

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<th>Vendor Support</th>
<th>Training</th>
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<tr>
<td>Facilitron</td>
<td>Training Specialists</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>(800) 272-2962</td>
<td>(909) 386-2550</td>
<td>(909) 388-1136</td>
</tr>
<tr>
<td><a href="mailto:support@facilitron.com">support@facilitron.com</a></td>
<td><a href="mailto:techtraining@sbcusd.com">techtraining@sbcusd.com</a></td>
<td></td>
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<tr>
<td><a href="https://support.facilitron.com">https://support.facilitron.com</a></td>
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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.faciltron.com/sbcusd92410

• Click on the Log In button on the top, right-hand side of the screen.

• Enter your Username:
  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 button]

• Enter your Username:
  first.lastname@sbcusd.k12.ca.us

• Enter your Password.

• Click the Forgot Password button.

• Click on the Forgot Password link.

  ![Forgot password link]

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

  ![Reset Password]

• 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

The Facilitron vendor has excellent support materials at 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-