

# SUBMITTING A FACILITIES SERVICE REQUEST IN THE FMS SYSTEM

**Link:**

[https://miamidade.fmshosted.com/FMInteract/NewFormAdd.aspx?dv\\_key= SAA1DKIVF&act\\_code=R](https://miamidade.fmshosted.com/FMInteract/NewFormAdd.aspx?dv_key= SAA1DKIVF&act_code=R)

**Login:**

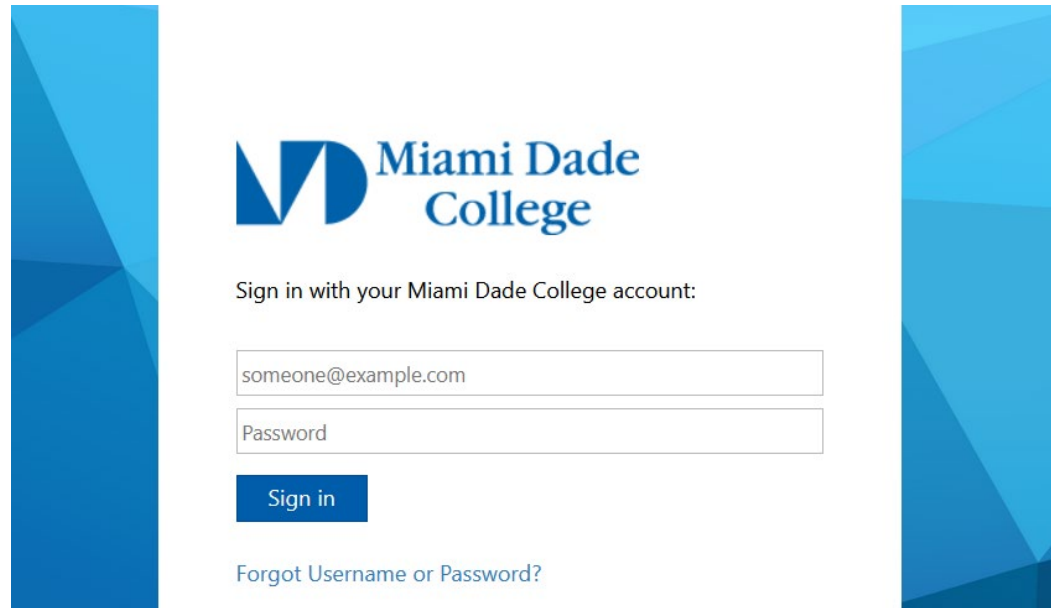
Username and Password are the same MDC credentials used to log into an MDC computer or MDConnect (FMS account will be ready the day *after* the employee's start date).


**Purpose:**

For further information about the services offered via this form see the [MDC Facilities Website](#).

**Login screen:**

Login screen will be the same as when logging into MDConnect.



 Miami Dade College


Sign in with your Miami Dade College account:


[Forgot Username or Password?](#)

## FMS Service Request Form:


> Facility Service > New Facilities Service Request

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 Service Request Form

 \* Who is the request for? **1**

Please enter the campus, building, and room number of the issue below.

 \* Site/Campus **2**

\* Building

\* Floor

\* Room (no dashes or spaces in search)

*Maintenance* category option below is for requests regarding A/C, electrical, plumbing, grounds, minor carpentry, vehicles, or elevators.  
*Safety/Security* category option below is for requests regarding doors/locks, safety equipment, fire safety.

\* Category **3**

\* Activity

\* Problem Description **4**

\* Required Field

**5**

**1. Who is the Request for?**

- The form should have your name auto populated in the first box. If it does not, you may click 'Select' to search for your name. If submitting on behalf of someone else, you may search for their name and submit on their behalf. Both the requestor and the person whose name is in this box will receive a confirmation email.

**2. Location?**

- Select the site/campus, the building/facility, the floor, and the room/area from the drop-down boxes. This section may also be a search box for the rooms. Search rooms by room number OR room name.

*NOTE: Do not use spaces or dashes in room numbers. For example: Use 132201, NOT 1322-01, NOR 1322 01.*

**3. Category and Activity:**

- Select the relevant Category and Activity for the request/issue being submitted. Explanation of the Categories is written in blue on the form above the Category field.

**4. Problem Description:**

- Enter details about the request being submitted. If the area or room where the issue or request is located is not available or listed in the location options, you may enter the location details here. You may also enter contact information or any other information you feel is relevant to the request.

**5. Click 'Submit Request'**

For questions or assistance with this form or the FMS system, contact MDC Facilities Planning at [facilitiesplanning@mdc.edu](mailto:facilitiesplanning@mdc.edu).