

(REVISED APRIL 20, 2009)


## HOW TO LOGIN

Use your Outlook user name and password to login to FMS. For assistance, contact the MCPS Help Desk at 301-517-5800 or email them.

## PREFERENCES

To activate any preference changes click **Apply Changes** button; **Logout** and **Login** again.

## SEARCHING

To search, type keywords into the field you'd like searched and then click the search icon (). When searching, you can insert a wildcard (%) in the middle of or after the search characters. For more search strategy instructions, refer to the FMS Help Menu.

## ACCOUNTS

To create an account number be sure to have the NEW account segment information.

## SHOPPING CART

Before creating a requisition, make sure the shopping cart is empty.

## RENAME YOUR ORDER AT CHECKOUT

Renaming a requisition will help you retrieve past orders. Use a name that will be easy to recognize (for example, FY10 Art Order).

## 'CHECK FUNDS' REQUIREMENT

The Check Funds Process is required and must be followed for all requisitions prior to submission.

## FY EARLY ORDERING REQUIREMENT

**(This only applies to orders placed in May or June for the next fiscal year!)**

When you checkout it is IMPERATIVE that you change the GL date to July 1 of the next fiscal year.

[Click Here](#) for FY10 Early Ordering Requirements.

## REQUISITION CHANGES

Requisitions will be pulled from the approval process when they are modified. The approval process will start again at the beginning once the requisition is resubmitted.

## APPROVERS

Only those designated as Approvers may approve requisitions. Schools may decide to add more Approvers as they deem necessary. For example, a school may decide that team leaders or department heads need to approve requisitions prior to account owner approval.

Approvers will receive an email for each requisition submitted. However, you must be at an MCPS workstation or have VPN access to use the email link to FMS for placing your approvals.

## RECEIVING

The Receiving Process is required to ensure that vendors get paid. Receiving should be checked at least once daily. Please note that all Warehouse, W.T. Cox and OfficeMax orders are received (in FMS) by the Department of Materials Management.

## NON-CATALOG ITEM REQUESTS

[Click Here](#) to see the Non-Catalog Request (NCR) categories.