

# FSDirect Service Provider Guide

Instructions for Service Providers to support events at GISD facilities.

FACILITY  
USAGE



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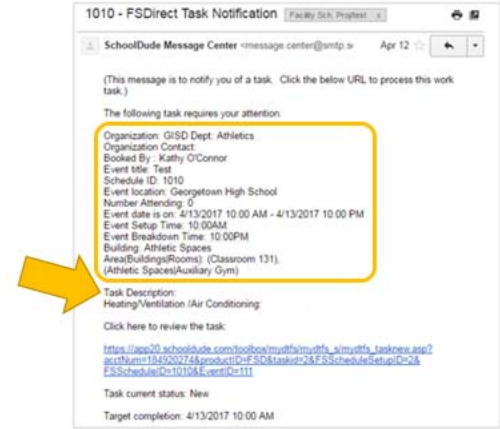
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## Notifications & Setup Requirements

### Email Notifications

When a task has been assigned to you, you will receive an email notification 7 days before the event. The email provides summary information about the event and shows the task assigned to you. You can access FSDirect for more information about the event.



### Setup Requirements

Event support may be requested for the following areas:

- **Custodial:** This option is selected when custodial support is requested for an event (cleaning, unlocking doors, event setup, etc.). The service description box may include details such as the quantity of tables/chairs needed, table configurations, bleacher requirements, etc. Additional information may be provided as a file attachment within the schedule. This task routes to the custodial supervisor or coordinator based on the location selected.
- **Heating/Ventilation/Air Conditioning:** This option is selected when HVAC is requested for an indoor event. This task routes to the maintenance department to schedule HVAC that is on the controls system.
- **Lighting (Outdoor):** This option is selected when athletic field lighting is requested for an event. This task routes to the maintenance department to schedule field lighting that is on the controls system.
- **Personnel:** This option is selected when technical director support is needed for a theater event, or when the athletics department is scheduling a facilitator to work an event. This task routes to the technical director for the theater selected, or the athletic facilitator assigned.
- **Electronic Door/Lock Access:** This option is selected when electronic doors need to be programmed to be open for an after-hour event. This task routes to the technology department for locations that have access controlled entries.
- **Tech Services:** This option is selected when special technology support is needed. It routes to the technology servicedesk.

Setup Requirements	
Note: Tasks already generated for events will not reflect changes in service description.	
<b>Required Maintenance Services</b>	<b>Service description</b>
<input type="checkbox"/> Custodial	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Lighting (Outdoor)	<input type="text"/>
<input type="checkbox"/> Personnel	<input type="text"/>
<b>Required IT Services</b>	<b>Service description</b>
<input type="checkbox"/> Electronic Door/Lock Access	<input type="text"/>
<input type="checkbox"/> Tech Services	<input type="text"/>



## Navigate FSDirect

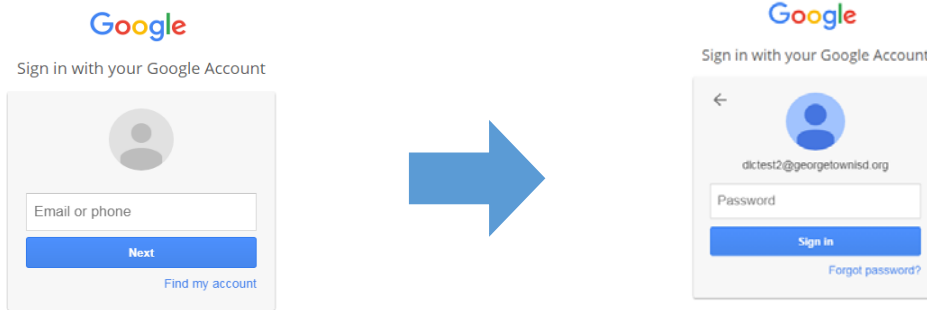
### Access FSDirect

You can access FSDirect to view the calendar, view details about specific events, or mark your tasks as complete.

- Go to: <https://login.schooldude.com/sso/default.aspx?acctnum=184920274&productid=FSD>

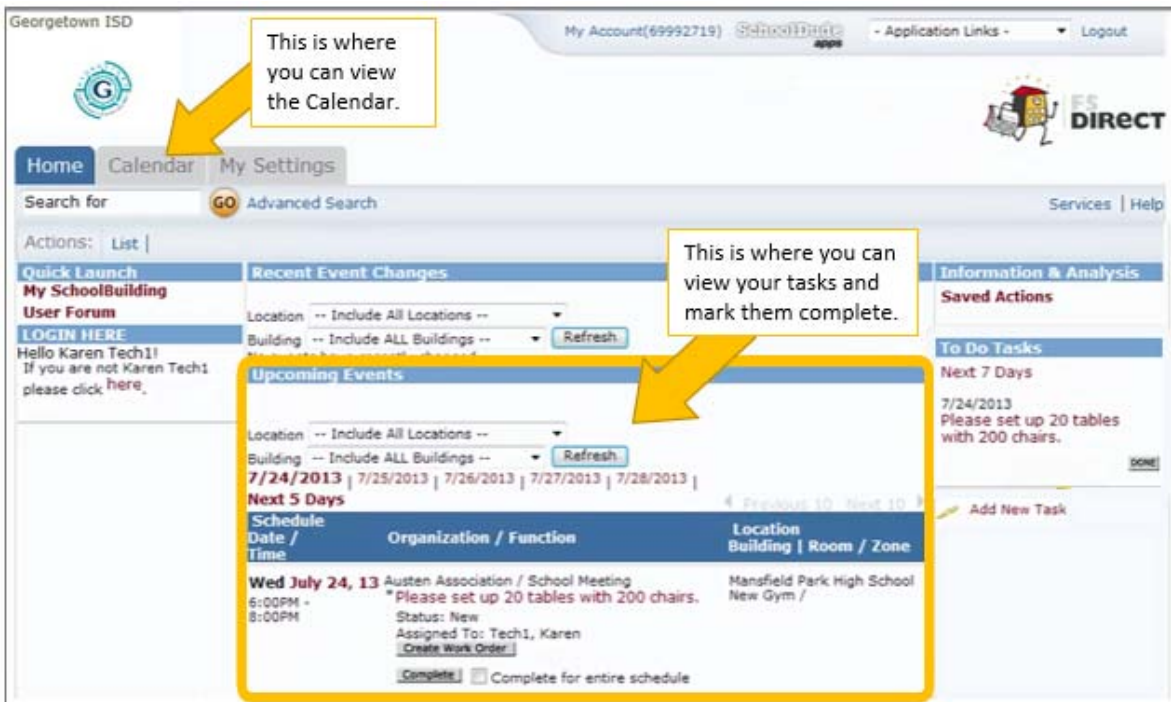
If prompted to log in:

- Enter your GISD **Email Address**.
- Click Next.
- Enter your GISD **Password**.
- Click Sign in.



### Home Tab

The image below shows the view from the Home tab when you first sign on to FSDirect.



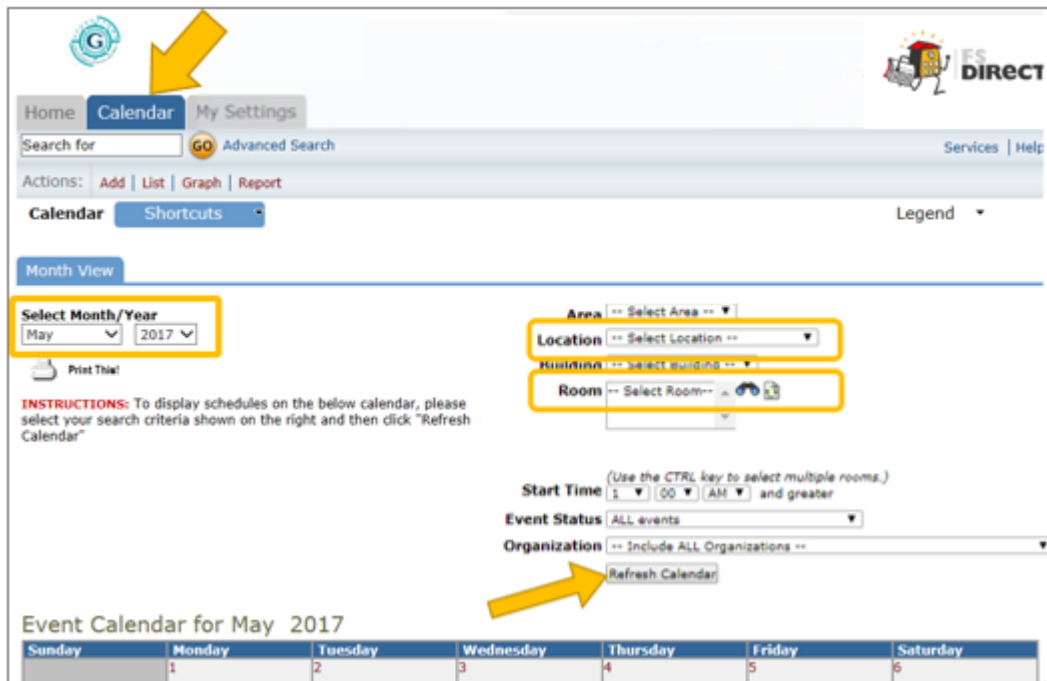


## Navigate FSDirect

### View the Calendar

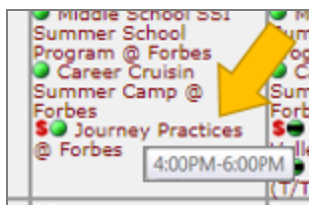
You can view the Calendar to see the events scheduled across the District, at a particular location, or even in a particular room.

- Go to the **Calendar** tab.
- Filter to see events:
  - Adjust **Month/Year**, if needed.
  - Select a **Location**.
  - Select specific **Room(s)**, if needed, by clicking on the binocular image.
  - Click **“Refresh Calendar”**.



You can click event titles or specific dates for more information.

- **Hover the pointer over an event title** to see the event time.



- **Click on the event title** to see more details about the event.

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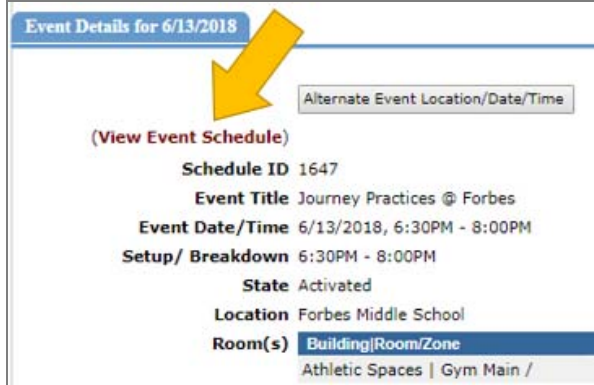
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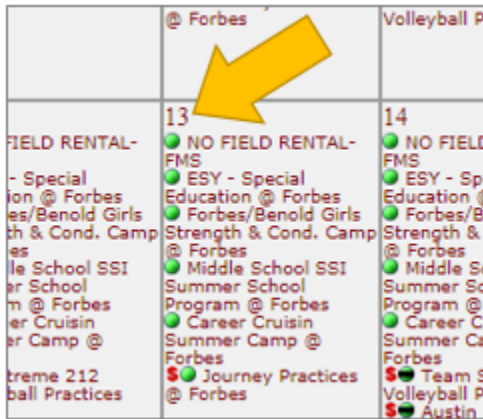


## Navigate FSDirect

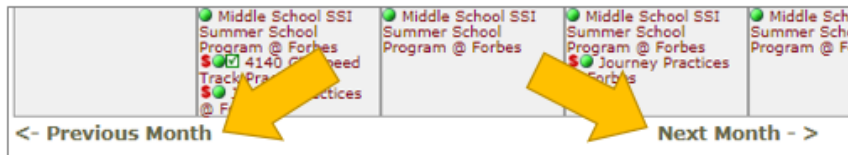
If you'd like to see the schedule details, click on the **View Event Schedule** link.



- Click on a date to see events for that particular date.



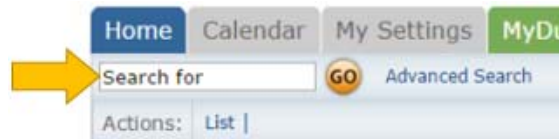
- Use the **<-Previous Month** or **Next Month->** links at the bottom to scroll between months.



## Look up a Schedule ID

You can use the search box to look up a specific Schedule ID number.

- Type the 4-digit Schedule ID number into the **search box**.
- Click **GO**.

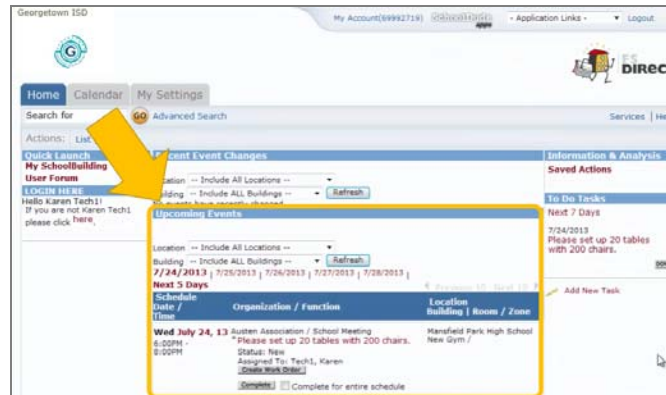




## Navigate FSDirect

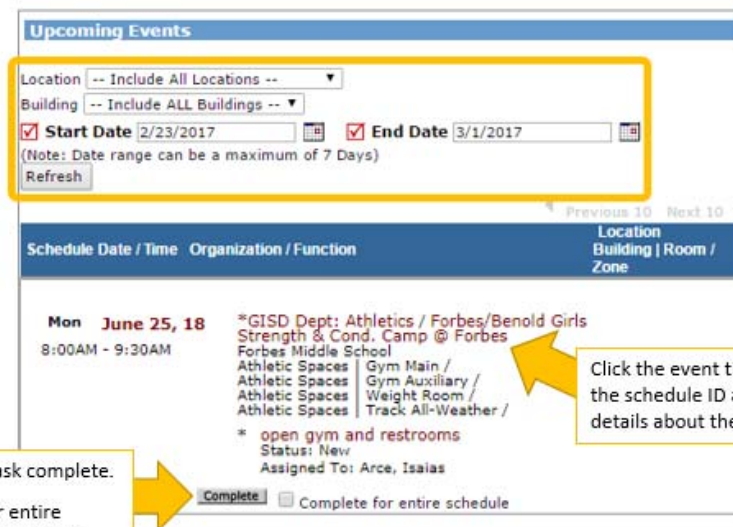
### View & Complete Tasks

When a task has been assigned to you, you can view and complete the task from the **Upcoming Events** section of your FSDirect Home page.



In the **Upcoming Events** section:

- Select a **Location**.
- Select a **Start Date** and **End Date** (max of 7 days).
- Click **Refresh**. This will show you all of the events that are scheduled to occur at the selected location during the selected date range.



Click here to mark the task complete.  
Check the "Complete for entire schedule" box first if you'd like to mark the task as complete for all dates on the schedule.

Click the event title to go into the schedule ID and see more details about the event.

The tasks assigned to you will show your name and an option to mark them as complete.

- To mark a task as complete, click the **Complete** button. If you mark the task as complete for the entire schedule, you won't receive additional email notifications for future dates unless there is a schedule change.
- To go into the Schedule ID for more details about the event (such as additional dates), click on the event title.



## Help

### Help

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- If you need help, click on the **Help** link at the top right of the screen.
- For additional assistance, contact our GISD District Scheduler, Kathy O'Connor.  
Email: [oconnork1@georgetownisd.org](mailto:oconnork1@georgetownisd.org)  
Extension: 7623  
*Email preferred, when possible.*