

Creating a Login for the Facilities Scheduler Program

1. Visit the [rSchool today](#) login page.
2. Click on the blue link to “Become a Requester.”
3. On the page that loads, check the box next to “I am requesting as a school staff member.” This will gray out part of the form that you do not need to fill in. :) You also do not need a PIN number.
4. On the right-side of the form, fill in the items with an asterisk. Please remember your username and password. This is how you will login once your account is approved.
5. Complete the CAPTCHA request and select “Save & Continue to Request Screen.”
6. Wait patiently for your account to be activated...not sure how long that will take.
7. Once you receive word that your account has been approved, return to step 1 and use the username and password from step 4 to login.