



CPS Guide to Online Permit Management System

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Overview

All use of school facilities that occurs outside of the school day requires a permit. The Online Permit Management System can be used to reserve space in school buildings for after school, weekends, vacation weeks and summer rentals (paid and unpaid).

Information about this new system is available on the Cambridge Public Schools (CPS) website (www.cpsd.us) on the Facilities Department page (from the CPS home page, click on **Departments**, then select **Facilities** and then click **Community Use of School Facilities** from the drop down list).

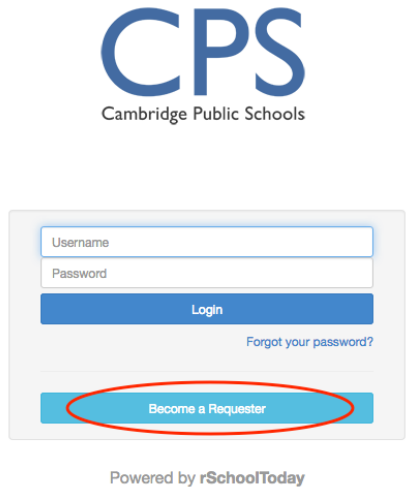


This tutorial familiarizes applicants with the permit request process for room reservations. All requests to reserve space in a CPS building go through an approval process and, if approved, a permit will be issued. When charges apply, an invoice also will be issued. Permits and invoices are issued electronically to the requester's email address.

Creating a Requester Account

Users new to the Online Permit Management System must create an approved account before requesting space. Go to the Online Permit Management System login page through the CPS website to begin the process.

1. Click on Become a Requester.



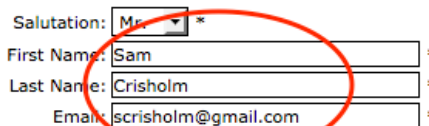
The image shows the login page for Cambridge Public Schools (CPS). At the top is the CPS logo with the text "Cambridge Public Schools" below it. Below the logo is a login form with two input fields: "Username" and "Password". Below these fields is a blue "Login" button. To the right of the "Login" button is a link that says "Forgot your password?". Below the login form is a light blue button labeled "Become a Requester", which is circled in red. At the bottom of the page, it says "Powered by rSchoolToday".

2. Enter your name and email address, and fill in the Captcha privacy words. Then click on Create an Account.

[Click Here for a Video Tutorial](#)

Cambridge Public School District Facilities Requester Registration Form

Contact Person – Your Name:



The image shows the "Contact Person – Your Name:" section of the registration form. It includes four input fields: "Salutation:" with a dropdown menu showing "Mr." and an asterisk, "First Name:" with the text "Sam" and an asterisk, "Last Name:" with the text "Crisholm" and an asterisk, and "Email:" with the text "scrisholm@gmail.com" and an asterisk. The entire section is circled in red.

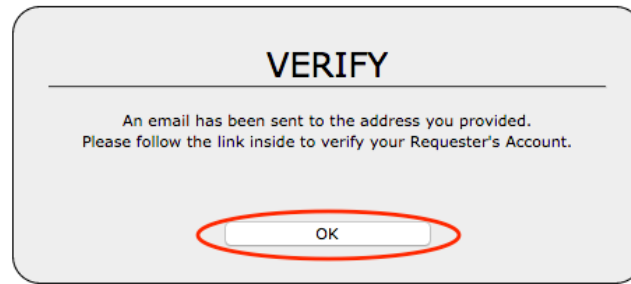
Type the characters you can see in the image below



The image shows a Captcha challenge. At the top, there is a rectangular image with two parts: the left part shows the number "2000" and the right part shows the word "dellwood". Below the image is a text input field containing the text "2000 dellwood", which is circled in red. To the right of the input field is a "reCAPTCHA" logo. Below the input field is a link that says "Privacy & Terms".

<< Back to Login Create an Account

3. The Verify screen will appear. You must click OK to proceed.



4. An email will be sent to you. When you receive it, click on the Verify my Account button in the email to continue the registration process.
5. Next, fill in your organization's name and address, phone numbers and email address. The PIN Number that you enter is your private code that you will use later to sign your agreements.
6. Enter a username and a secure Password (twice) that you will use when you later log into Facility Scheduler.
7. After entering the Captcha words, click on the Save & Continue to Request Screen button.

[Click Here for a Video Tutorial](#)

Cambridge Public School District Facilities Requester Registration Form

☐ I am requesting as a School Staff Member

Your Organization Name & Info:
Organization/Client Name:
Address:
City:
State, Zip:
Do you have Liability Insurance?:
If so, Insurance Exp Date:
Insurance Policy:
Do you Pay Sales Tax?:
Tax Exempt #:
Desired PIN Number:
(for Signing Agreements)

Contact Person - Your Name:
Salutation:
First Name:
Last Name:
Address:
(ONLY if different)
City:
State, Zip:
Office Phone:
Home Phone:
Mobile Phone:
Office Fax:
Email:

Desired Login Information:
User Name:
Password:
Retype Password:

Type the characters you can see in the image below

Privacy & Terms

Once this form is submitted, a *new user* message goes to the Permit Administrator for approval. After that happens, you will receive an email indicating that you have been approved, and that you can begin to request space.

Submitting a Permit Application to Reserve Space

1. To request space, you must log into the Online Permit Management System using the credentials you created previously.
2. The Facility Request Form will display first. Enter the name of your activity and click Save & Continue.

Facilities Calendar New Request Request History Payment History Profile Info

Screen: 1 • 2 • 3

▼ = fill down on that column

1) Name of Activity: Match: Boston vs. Watertown -or choose from previous activity: Select One

<< Back Save & Continue >>

3. Next, pick the dates and times your activity will occur. Clicking a day header fills in all days in the month. Clicking on a month header fills in every day of a month. Dates can be toggled on or off by clicking again.
4. Set the start and end times. **Be sure to correctly specify AM or PM.**

Pick Dates and Times

Click on all dates that you want, then Save & Continue. Click W to select all Wednesdays. Shift+click a range of consecutive dates.

Black Out Date with no allowed booking
Black Out Date with allowed booking

<< Previous Next >>

August 2017 September 2017 October 2017 November 2017

December 2017 January 2018 February 2018 March 2018

Start Time: 04:00 PM

End Time: 08:00 PM

Save & Continue >>

<< Back

5. Click Save & Continue, which will take you to the **Facility Details** screen where you will select one or more location for your event, and enter the number of attendees. Add any extra set up or breakdown time to your Event start and end times.

Facility Request Form for TEST-Boston Roller Derby

Screen: **1** • **2** • **3**

▼ = fill down on that column

Facilities Details:

<< Back

Match: Boston vs. Watertown

Add Date/Times

Note: Add information to the FIRST date and it will auto-populate the other dates.

Date	Event Start Time ▼	Event End Time ▼	Location	Location Types	Other Needs ▼	Setup-Notes ▼	Attend-ance ▼	Delete
Sun 10/08/2017	4:00PM	8:00PM	Select	----	Select	Select	Select	<input type="checkbox"/>

Delete Selected

Estimated Cost Before Personnel or Extra Charges: \$0.00

Other Information:

Other Needs, Special Needs or Set-Up notes regarding your desired set-up:

Attach file: Upload

Attach more

REMINDER: Manually refreshing or leaving this screen without saving will cause to lose any unsaved changes.

Back Submit & Exit Submit & Add Another Copy to add another similar request

6. To choose the location(s), click Select in the Location column. In the Select Location screen, choose the **Building** and click View next to **Location Type** (i.e. room type such as gym, auditorium or cafeteria). Locations that are available are those in which you can add a checkmark to select. **NOTE: SELECT LOCATIONS IN ONLY ONE BUILDING PER PERMIT.** Use separate permits for different buildings.

Click Book to save these choices. **NOTE: LOCATION IS A REQUIRED FIELD** and you will not be able to complete a request without selecting at least one location.

Select Location

Building: Morse School Location Type: -- ALL -- View

Book this whole building

Show Availability for

Only this date (10/08/2017)

Book Add Selected & Add more Remove Location

Showing all Locations	Location Name	Cost	Building	# of Conflicts	Select	Fee & Picture
	Auditorium (Auditorium)	\$10.00 hourly	Morse School	0	<input type="checkbox"/>	View
	Cafeteria (Cafeteria)	\$10.00 hourly	Morse School	0	<input type="checkbox"/>	View
	Gymnasium (Gymnasium)	\$10.00 hourly	Morse School	0	<input checked="" type="checkbox"/>	View

*Text in RED indicates building/location unavailability

Book Add Selected & Add more Remove Location

<< Back

7. To set the attendance count, click on Select in the Attendance column. Enter the expected Attendance. **NOTE:** ATTENDANCE IS A REQUIRED FIELD and you will not be able to complete a request without this information completed. You can also enter Setup Notes if there is anything the site manager needs to know about your event, like use of food.

Event Info

Setup Notes:

Attendance:

☒ **Make this change for ALL Dates**

It is typical to Make this change for ALL Dates. Without this checkmark, you can set different attendance for each date.

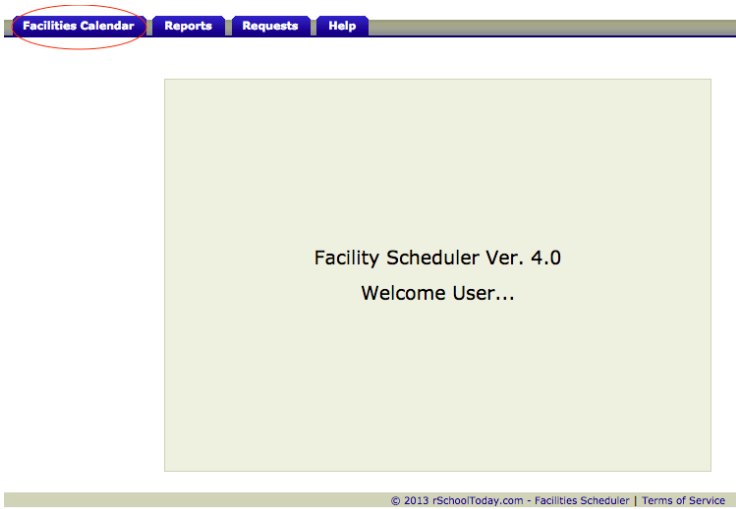
Click Save & Continue.

8. When finished with the Facility Details screen, click Submit & Exit at the bottom.

After your request for space has been reviewed, you will receive an email indicating either approval or denial. If approved, you will also receive by email rental agreement and an invoice.

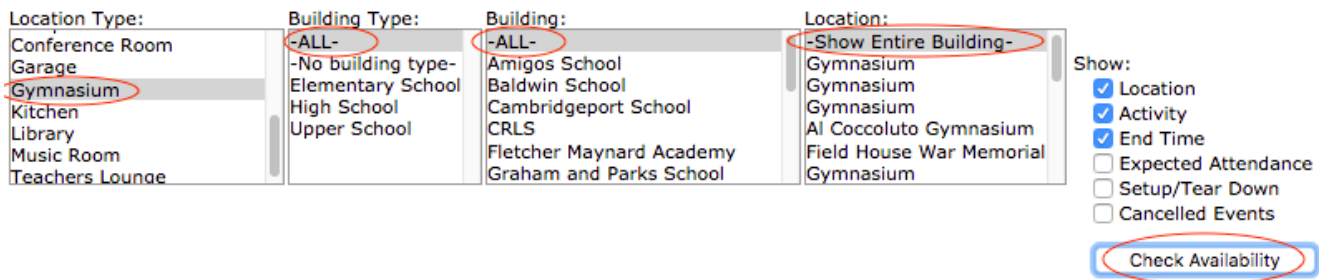
Facilities Calendar

The Dashboard screen shows the Facilities Calendar link.



The Facilities Calendar affords a comprehensive view of the activity bookings in the district. Bookings can be displayed in various view formats. Filters allow users to narrow their focus to a specific building, location or type. When you first login, typically only your building appears.

Use the filters to select a Location Type, Building Type, Building or Location, or use -ALL-. Filters should be clicked from left to right. Then click Check Availability. The Show list allows you to customize what appears for each activity.



[<< Previous Month](#) [Next Month >>](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	2 ■ 8:00pm-10:00pm RESERVED Baldwin School - Gymnasium	3	4	5 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium ■ 8:00pm-10:00pm RESERVED Baldwin School - Gymnasium	6 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	7 ■ 10:00am-12:00pm RESERVED Baldwin School - Gymnasium
8 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	9	10	11	12 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium ■ 8:00pm-10:00pm RESERVED Baldwin School - Gymnasium	13 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	14 ■ 10:00am-12:00pm RESERVED Baldwin School - Gymnasium

On the right, check Set as my default if this is a view you will be using often. Be sure to uncheck it when temporarily using another filter.

☒ Set as my default

In the upper right corner, you can select the type of view: Month, Week, Day or List (week).

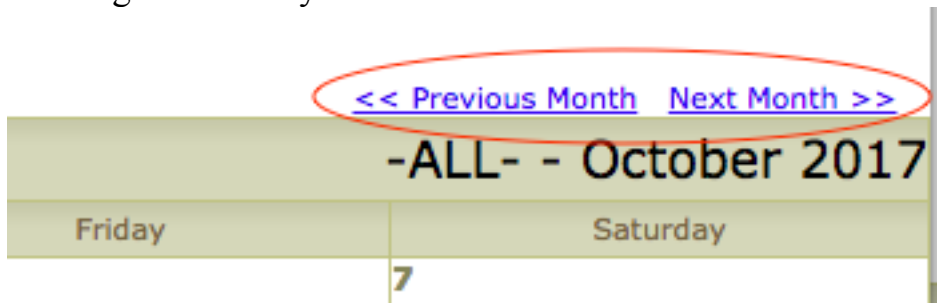


The Calendar on the left can be used to choose a date to view.

< **October 2017** >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

In Month view, you can also cycle through months by clicking the Next and Previous links on the right. Similarly for other views.



If you want to check availability for only one building, you can select the filters again and click Check Availability. Again, check Set as my default if you prefer this filter permanently.

Log out

When finished with the calendar, simply close the window.

To log off Facility Scheduler, click the Sign Out button in the upper right corner.