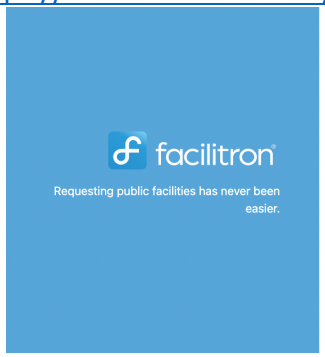
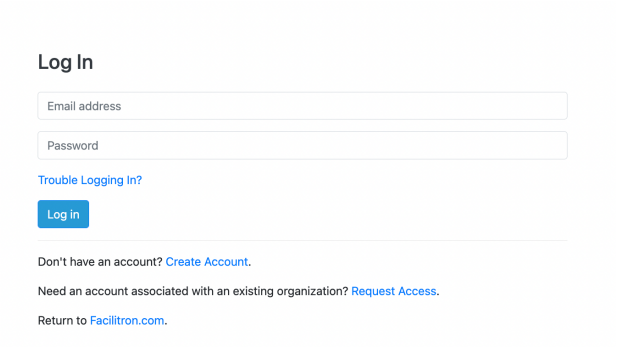
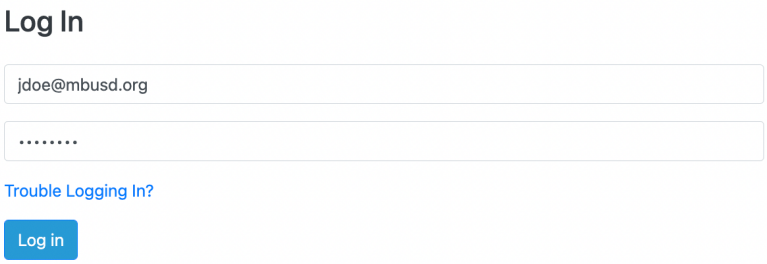
# Manhattan Beach Unified School District
# Facilitron Quick Guide

1.) Go to https://www.facilitron.com/accounts/signin/



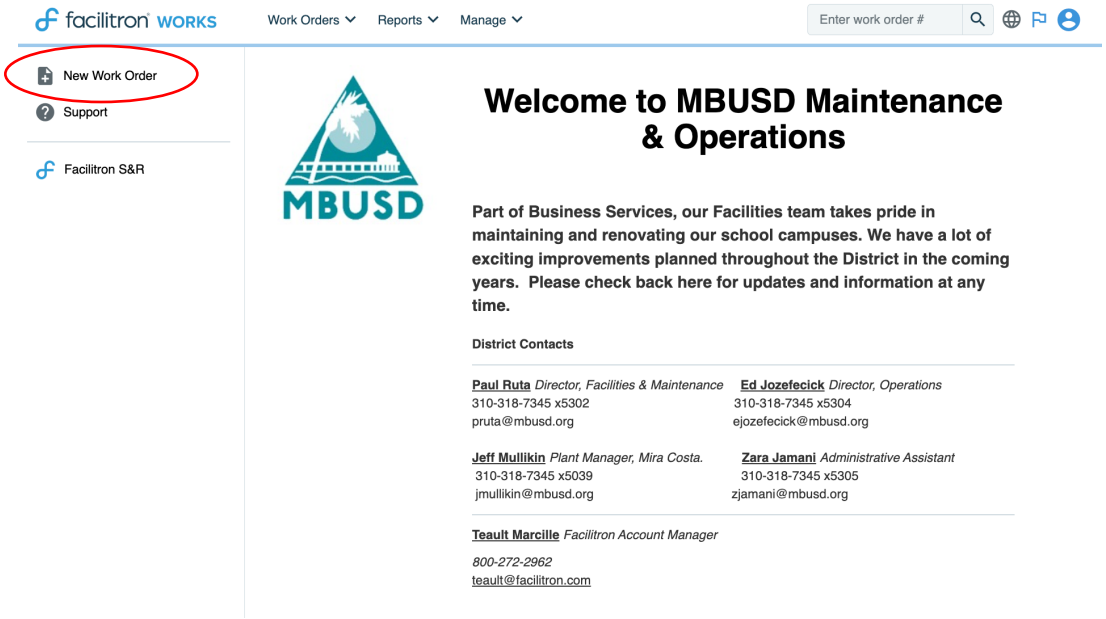




2.) Sign in using your mbusd.org email (Example: jdoe@mbusd.org) and password. Your default password is 12345678. Select Log In.

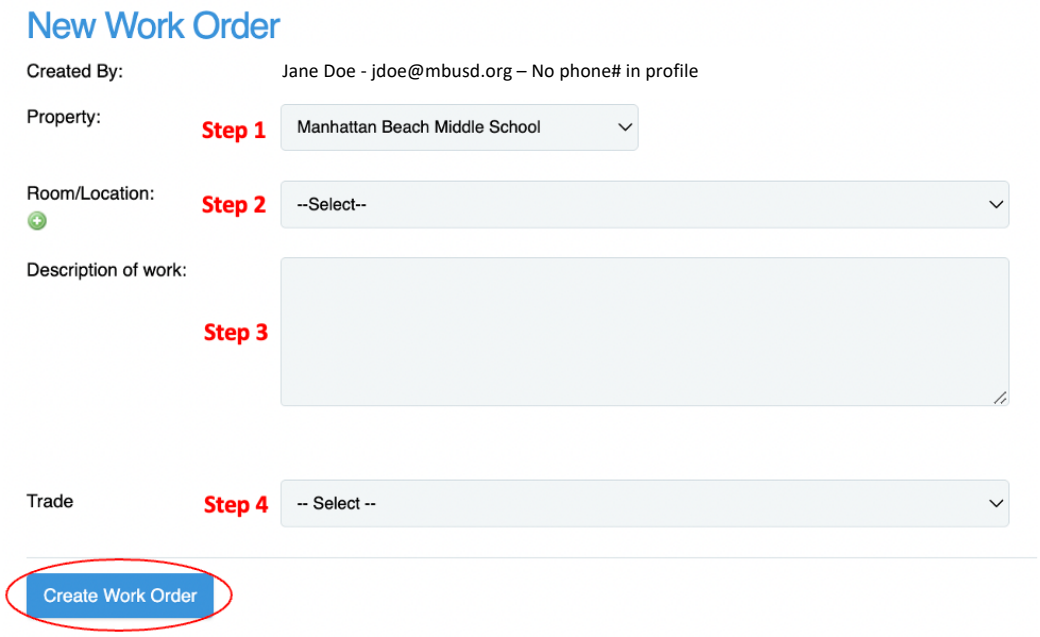



*To change your password or if you have forgotten your password, click on the Trouble Logging In? link and follow the prompts to change your password.*

3.) The Facilitron home page will appear. To submit a new work order select "New Work Order"



4.) Fill out steps 1-4 using as much detail as possible, then click on “Create Work Order.”




5.) To see the status of your work order click on. Work Orders and select “Active”. Completed work orders can be viewed by selecting “Search”

