



Police Communications

School Employees Facility Access

1. Click the link or copy it to your browser

<http://172.18.5.66/fmi/webd/DispatchFacilityContact>

2. Enter Account Name: SchoolAccess

Log In

Open database "DispatchFacilityContact" with:

Guest Account
 Account Name and Password

Account Name: → SchoolAccess for Account Name - SchoolAccess is one name no space

Password: → Blank no Password

→ Click OK

3. Access your school



Police Communications

ALBUQUERQUE PUBLIC SCHOOLS Police Communications
Police Dispatch Facilities Contact Non School Hours

School Employee Access List

Select your School: test |
 611 AUTISM CENTER
 900 DESERT WILLOW
 999 Test Test School

Enter Passcode: 99999

[View School Annual Access List](#)

Annotations:
 - Select your school (points to dropdown menu)
 - Enter your school passcode (points to passcode field)
 - Click ... (points to [View School Annual Access List](#))

4. Enter employees

ALBUQUERQUE PUBLIC SCHOOLS Police Communications
Police Dispatch Facilities Contact Non School Hours

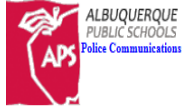
School: 999 Test Test School
Principal: test Principal Name

Emp Number	Last Name	Middle Name	First Name	Employee Title

Annotations:
 - School and Principal Name (points to School and Principal fields)
 - Enter employee number Press TAB--> (points to Emp Number field)



Police Communications



ALBUQUERQUE
PUBLIC SCHOOLS
Police Communications

Police Dispatch
Facilities Contact
Non School Hours

School:

999 Test Test School

Principal:

test Principal Name

[Add Employee](#) → Add the next employee

Emp Number	Last Name	Middle Name	First Name	Employee Title	
999999	LastNameTest	MiddleNameTest	FirstNameTest	INACTIVE	X → Delete employee record

Passcode: Please contact APS School Police: 243-7712 or assistance with the website please call 243-7712 or email: Dispatchforms@aps.edu