



Creating a Requester Account

Kenosha Unified School District takes facility rental requests online through the [CommunityUse Calendar & Building Permit System](#). All users must have a CommunityUse requester account in order to submit facility rental requests. This guide will show you how to create your CommunityUse Requestor account so you can start submitting facility rental requests online. *Please note that this system is not compatible on Apple/iOS products.*

1. Click the link below to access the **CommunityUse Calendar & Building Permit System** portal:

<https://www.communityuse.com/default.asp?acctnum=1142629376>

2. Click the **Login to Request Facility Use** link that is located on the top right corner of the screen.
****NOTE: Once you have an account, you will always access the login page from this link.**



3. To begin creating your requester account, click **Create One**.
4. You will be asked to read and agree to the terms and conditions that are listed on the KUSD Building Permit webpage first. Check the box to agree to the terms and click **Agree and Register**.
5. Complete the Personal Profile form and click **Save & Next**.
6. On the Request Organization page you can request to be an Organization Event Contact for one or more organizations. Simply fill in the required fields and click **Add Organization**.
****NOTE: You do not need to create separate user accounts for each organization that you are with.**
7. Once you've added an organization, you will see the status of 'Pending' next to the requested organization. After you have added all the organizations you would like, submit click **Save & Next** to continue.

Requested Organization List				
1 - 1 of total 1 listed		Items Per Page: 25 50 75 100		
		« Previous 10 Next 10 »		
<input type="checkbox"/>	Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/>	Pending	Drama Club	Internal	123 Dude Way
		« Previous 10 Next 10 »		
		Items Per Page: 25 50 75 100		
		<input type="button" value="Previous"/> <input type="button" value="Save & Next"/> <input type="button" value="Cancel"/>		

8. On the Confirmation page, confirm the information and click **Submit Requests**.
9. You should receive an e-mail from *SchoolDude Message Center* confirming that your request has been submitted. The district's permit system administrator will then review and activate your account within the next 24-48 hours. When your account is activated, you should then receive another e-mail from *SchoolDude Message Center* notifying you that your account is ready to use.
****NOTE: New users may need to check their Spam folders after creating their account to initially see these e-mails.**
10. Once your account has been is approved and activated, you can return to the CommunityUse login page (see Step 2) and log in to begin requesting facility usage.