



## SPACE VALIDATION

# HOW TO REQUEST ACCESS

Provides guidance on requesting access to update space record data in Facilities Connect.

## ▼ GETTING STARTED

Financial Operations Information Technology (FOIT) Security manages all new access to Facilities Connect.

Please complete the **Finance, Facilities, and Research Administration Systems General Security Access Form** located [HERE](#).

### DIRECTIONS:

**1** Fill out the following sections and fields in the form:

#### Section A (page 1)

##### Required fields

- Date
- NetID
- Name
- HRIS EmpID
- NU Email
- Department

##### Request Type

- Select Facilities and Add

##### Is this a School or Department transfer?

- Select No

**2** **Section E: Facilities Management Access, Facilities Connect Roles – Space Module (Page 4)**

- Select Department Data Administrator role

**3** **Section E: Department Data Administrator/Steward (Page 4)**

- Add/Delete all applicable Department ID's that this person is responsible for.

**4** **Required Approvals (Page 8)**

- Complete Applicant section
- Fill out the Applicant section
- Please note that the **Department Head** and where applicable, the **Dean's Office** will need to approve, sign and date their respective sections.

**5** **Send Form to FOIT**

Please send completed form to FOIT Security at [FOITsecurity@northwestern.edu](mailto:FOITsecurity@northwestern.edu)