



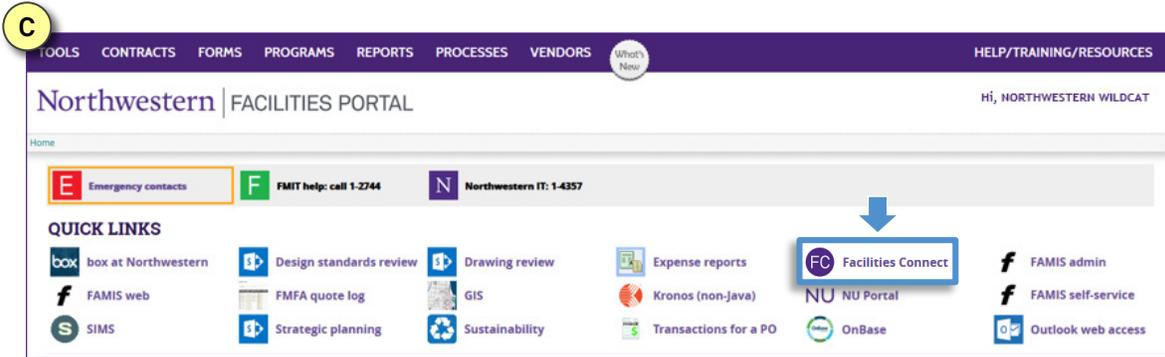
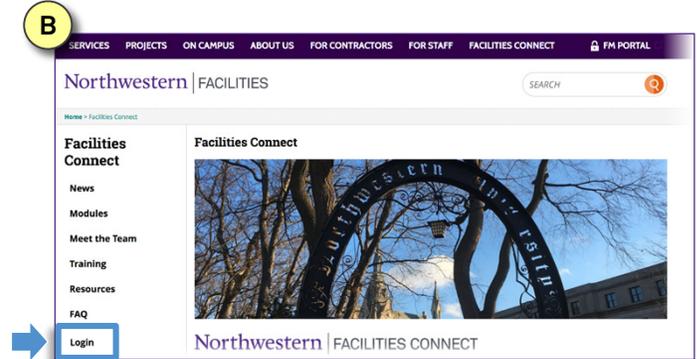
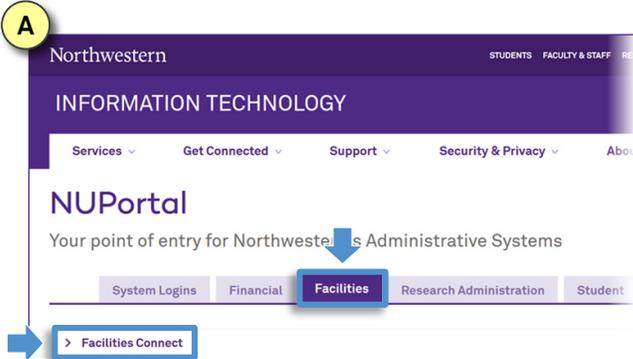
# Facilities Connect: Access & Roles

**PURPOSE:** This job aid explains how to navigate to Facilities Connect, locate the security access request form, and understand the differences in Facilities Connect user roles.

## HOW TO ACCESS FACILITIES CONNECT

[Facilities Connect](#) is accessible from the following Northwestern portals or websites.

- (A)** Northwestern University (NU) Portal
- (B)** Facilities Connect Website
- (C)** Northwestern Facilities Portal



## SECURITY ACCESS REQUESTS

Complete Section E of the [General Security Access Form](#) (located on the NU Portal) to request a Facilities Connect user role and access.



For more information, visit the Facilities Connect website at [www.northwestern.edu/fm/connect](http://www.northwestern.edu/fm/connect)



# Facilities Connect: Access & Roles

## SPACE INFORMATION USER ROLES

- **Read Only:** This role is for users who need to view space information but do not edit space records.
- **Data Administrator:** These users are responsible for maintaining accurate space information records for their responsible spaces within a school or department. Data Administrators have the ability to edit and verify space information details. They complete the yearly Space Validation process.
- **Data Steward:** This role is for senior level administrators responsible for ensuring that the Space Validation process has been completed for their school or department. These users have the ability to edit and verify space information details as well as approve department assignment change requests.