Facilities Connect: Access & Roles

PURPOSE: This job aid explains how to navigate to Facilities Connect, the three different user roles in Facilities Connect, and the process for getting or changing current access to Facilities Connect.

HOW TO ACCESS FACILITIES CONNECT

Facilities Connect is accessible from any of the following Northwestern portals or websites.

A Northwestern University (NU) Portal
B Northwestern University Information Technology (NUIT) Portal
C Facilities Connect Website
D Facilities Management (FM) Portal

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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SPACE INFORMATION USER ROLES

- **Data Administrator**: People that can make changes/updates to their school/department, but are not responsible for approval or validation. Data Administrators have Edit access in Facilities Connect.

- **Data Steward**: Responsible for campus spaces for their school/department and currently validate the space during the Space Survey period. Data Stewards have Edit access in Facilities Connect.

- **Data Viewer**: People at your school/department that view space but are not responsible for making space updates. This also includes all of Facilities Management. Data viewers have Read Only access in Facilities Connect.