Space Information: Change Space Occupants

**PURPOSE:** Use this job aid to learn how to add and remove occupants in Responsible Spaces

**CHANGE SPACE OCCUPANTS**

**Useful Tip:** Performing updates to space occupants and other space information maintenance activities is demonstrated in the Facilities Connect eLearning course Managing and Updating Space Information

For more information, visit myHR Learn or the Facilities Connect website.

1. **Using My Responsible Departments and Assignee Details**
   1a. **Toggle and select My Responsible Spaces**
   1b. **Locate a desired space, and:**
      1b.1 **Click on Space ID**

2. **A new window will open to Space Details. To enable editing:**
   2a. **Click the Revise button**
   2b. **The Occupant – Primary Location, Secondary Location, and Not in Facilities Connect sections allow you to manage space occupancy, and display current Occupants.**

**Important Tip** | An individual can only have one (1) primary location on campus; any primary location assignment will automatically remove an individual from an existing primary location.

To add an additional location(s), the individual should be added under Occupant – Secondary Location.

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
Space Information: Change Space Occupants

3. **To Remove an Occupant:**
   - Use the Checkbox to select the current occupant(s) to be removed.
   - Click the Remove button to remove the occupant(s).

4. **To Add an Occupant:**
   - Click the Find button; a popup window will open to search.
   - Use Search Fields to locate the desired individual.
   - Click the Radio Button to select the desired individual.
   - Click the OK button to confirm the selection.

To complete occupant changes:
- Click the Save button.
- Click Activate to return the record to active status.

**Important Tip** | If you do not add Occupants (Primary, Secondary, or Not in Facilities Connect), the space will default to No Occupant without any further action.

**Note:**
The Occupant – Not in Facilities Connect section contains dropdown menu categories for adding occupants.

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