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