Space Validation: How to Request Access

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

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**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](#).

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**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

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