Space Validation: Change Department Assignment

**PURPOSE:** Use this job aid to submit requests to change the Department Assignment of your Responsible Spaces.

1. From the **Space Level Allocation** screen for a selected space:
   - **1** Click on the **Change Department Assignment** button

2. From the **Change Space** screen, update the **To Organization** by either:
   - **2a** Typing the Financial Department ID and selecting from the drop down menu or
   - **2b** Clicking on the magnifying glass to search for Dept. IDs

   **Note:** It is optional to add comments or upload documents using the **Notes & Documents** tab. More details on this functionality can be found further on in this Job Aid.

3. To complete the Department Assignment Change Request:
   - **3a** Enter a brief description of the request
   - **3b** Click on Submit at either to top or bottom of the window

For more information, visit the Facilities Connect website at www.northwestern.edu/fm/connect
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4. Your pending requests can be found on the Facilities Connect Home Screen:

   4a. Locate and click on My Active Requests.
   The leading digit indicates the current count of pending requests.

   4b. Sort / Filter requests using available fields
   Select a request from the report by clicking on any field

   4c. The selected request will open in a new window

   4d. The Contact Details tab shows name / contact data for the individual(s) receiving the request

5. Additional options are available on the Change Space Request – Notes & Documents tab

   To add a Comment:

   5a. Locate the Comments section

   5b. Click on the Add button to input comment details

   To upload a Document:

   5c. Locate the Related Documents section

   5d. Click on the Upload button

   *A separate Upload Utility will launch as a pop-up window on your screen

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