Kent State University
Request for Famis Space Access

Instructions: Complete Section 1 and FAX to Cheryl Smith, Architecture Database Coordinator at 330-672-2648. Contact Access Management for assistance at 330-672-1366.

Section 1 - User information, to be completed by requesting department security administrator
(A) Employee Information
   Employee Name ________________________________ Campus Phone _____________________________
   Department ___________________________________ Position/Title ______________________________
   Flashline User ID ____________________@kent.edu Banner ID ________________________________

(B) Access requirements
   Request type (check one):  □ Add User,  □ Remove User,  □ Additional Access,  □ Replace Access
   Access to (check all that apply):  □ Production  □ Development  □ Training or ________________ (instance)
   Purpose for access _____________________________________________________________________________
   ______________________________________________________________________________________________

(C) Departmental Authorization
   Dept Security Admin Name _______________________________________________
   Dept Security Admin Signature ____________________________________________ Date ____________
   NOTE: A signed confidentiality agreement must accompany this request unless the user has already submitted one.

Section 2 - To be completed by data steward for Office of the University Architect
OUA – Vince Putaturo / Tom Euclide
FAMIS Form Security:
□ FSM_ADMIN □ KC_SPACE_FILLCODE □ XI_KC_GROUP_ADMIN
□ KC_ADMIN □ KC_SPACE_GRS_USER □ XI_SPACE_COOR
□ KC_CURATOR □ KC_SPACE_VIEWER
□ KC_REGISTRAR □ SPACE_COOR

FAMIS Xi Security:
□ KC Space Coordinator
□ KC Group Admin

Role to set Quickpick Buttons to _____________________________________________________________________

□ Create Famis AutoCAD Interface Account
   • User Name Format: Flashline ID + _CAD (example: CSMIT75_CAD)
   • Assign Roles: DEF_CAD and KC_SPACE_VIEWER

Data steward signature ____________________________________________ Date ____________

Section 3 - To be completed by Information Services
   Completed by ____________________________________________ Date ____________
   □ Verify confidentiality agreement, □ Grant approved access, □ Notify dept security administrator, □ Notify data steward

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Kent State University
Request for FAMIS Space Access - Instructions

When to use this form
The Request for FAMIS Space Access form must be completed for any Famis space access creation or deletion, and any time a modification is required for an existing user's access rights in Famis Space Module.

How to use this form
Sections 1 and 2 of the form should be completed by the user's departmental security administrator and then distributed to the security administrator for each requested profile. After all necessary authorizations are collected, the form should be sent to the Access Management Group for processing.

When submitting a request for a user who does not currently have access to Famis: Provide all information requested in Section 1, selecting "Add User" on the "Request Type" line.

When submitting a request to remove access for a user who already has access to Famis: Provide all information requested in Section 1, selecting "Remove User" on the "Request Type" line.

When requesting additional rights for a user who already has access to Famis: Provide all information requested in Section 1, selecting "Additional Access" on the "Request Type" line. Only the additional security profiles need to be selected in section 2.

When requesting a change to existing rights for a user who already has access to Famis: Provide all information requested in Section 1, selecting "Replace Access" on the "Request Type" line.

WHEN PROCESSED, THE USER'S EXISTING FAMIS ACCESS WILL BE REMOVED AND REPLACED WITH THE SECURITY PROFILES MARKED IN SECTION 2.

Assistance in completing section 2 should be obtained from the security administrator for the authorizing department. For instance, to determine the proper profiles needed for access to Space (Building and Room Information); contact the security administrator for the Office of the University Architect.

What to expect
Once a completed form is submitted, the Access Management Group will review the request and assign system rights to the user as specified in Section 2. To confirm completion of the request, an e-mail notification will be sent by the Access Management Group to the user's department security administrator.
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