UNIVERSITY of SOUTH FLORIDA
Facilities Management

FAMIS Guest User Account Request

Edit User

Department: _____ (Global Dept. Name)

User Name (Net ID): _____ (USF Net ID)

U Number: _____ **Employee ID:** _____

First Name: _____ **Last Name:** _____

Title: _____ **E-Mail Address:** _____

Phone: _____ **Alt. Phone:** _____
(Users office phone number) (Alternate Phone/Cell Number)

Address 1: _____
(Address of the building user will work in)

Address 2: _____ (Example: OPM - 100)
(Users mail point)

User Location: _____ (Example: OPM - 105)
(The building and room user will work in)

My Requests Page (Future Days set to 0): Yes
(Check Yes, if user is a Technician and will be assigned preventative maintenance work orders. Leave this unchecked if the user will only be submitting work requests)

Approval Level WO (Department Approval): Yes
(Check Yes, if user will be approving paying work orders)

User Security

Region Settings: _____
(Select the primary region (group of properties) that the user will require access to)

Default Property: _____
(Default building for work requests, use: *USF- **Select a Property*** to require a selection)

Comments: _____

_____
(Please add information about this user's position or job function to ensure appropriate account setup)

Name of Manager Making Request: _____

Department Approver Signature: _____ **Date:** _____