

**Kent State University**  
**Request for Famis Maintenance Access**

**Instructions:** Complete Section 1 and FAX to Cindy Gary, Coord,  
UFM Svc Ctr & UFM Sys at 330-672-2886. 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 University Facilities Management**

**UFM – Nicole Corll / Roy Christian**

**FAMIS Form Security:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> FAMIS_ADMIN         | <input type="checkbox"/> KC_CEO_BUYER         | <input type="checkbox"/> KC_CEO_RECEIVING     |
| <input type="checkbox"/> FAMIS_CONFIG        | <input type="checkbox"/> KC_CEO_COMMISSIONING | <input type="checkbox"/> KC_CEO_SECRETARIAL   |
| <input type="checkbox"/> FIC_ADMIN           | <input type="checkbox"/> KC_CEO_EHS           | <input type="checkbox"/> KC_CEO_SENIOR_MGMT   |
| <input type="checkbox"/> FKC_ADMIN           | <input type="checkbox"/> KC_CEO_EMP_EDIT      | <input type="checkbox"/> KC_CEO_SR_REVIEW     |
| <input type="checkbox"/> FMM_ADMIN           | <input type="checkbox"/> KC_CEO_INV_CTRL      | <input type="checkbox"/> KC_CEO_SUPV_CREW_LDR |
| <input type="checkbox"/> EQUIP_ENG           | <input type="checkbox"/> KC_CEO_INV_CTRL_MGR  | <input type="checkbox"/> KC_CEO_TECHNICIAN1   |
| <input type="checkbox"/> KC_CEO_ACCT_COOR    | <input type="checkbox"/> KC_CEO_MANAGER       | <input type="checkbox"/> KC_CEO_USER_PROFILE  |
| <input type="checkbox"/> KC_CEO_BACC_ROUTER  | <input type="checkbox"/> KC_CEO_PETV          | <input type="checkbox"/> XI_ADMIN             |
| <input type="checkbox"/> KC_CEO_BACC_STUDENT | <input type="checkbox"/> KC_CEO_PREQ_APPRV    | <input type="checkbox"/> XI_ADMIN_FMM         |
| <input type="checkbox"/> KC_CEO_BUS_MGR      | <input type="checkbox"/> KC_CEO_PROJ_MGR      | <input type="checkbox"/> XI_COMPANY_ADMIN     |

**FAMIS Xi Security:**

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="checkbox"/> Buyer       | <input type="checkbox"/> KC Company Admin   | <input type="checkbox"/> Online Store User |
| <input type="checkbox"/> Famis Admin | <input type="checkbox"/> Online Store Admin | <input type="checkbox"/> FMM Admin         |

**FAMIS Wireless Security:**

- |                                    |   |                                     |
|------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Inventory | <input type="checkbox"/> Physical Count | <input type="checkbox"/> Meter Read |
|------------------------------------|---|-------------------------------------|

Role to set Quickpick Buttons to \_\_\_\_\_

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 3 - To be completed by Information Technology**

Completed by \_\_\_\_\_ Date \_\_\_\_\_

- Verify confidentiality agreement,  Grant approved access,  Notify dept security administrator,  Notify data steward

## **Kent State University**

### **Request for FAMIS Maintenance Access - Instructions**

#### **When to use this form**

The *Request for FAMIS Maintenance Access* form must be completed for any Famis maintenance access creation or deletion, and any time a modification is required for an existing user's access rights in Famis Maintenance, Inventory Control and/or Key Control Modules.

#### **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 Facilities Maintenance, contact the security administrator for the University Facilities Management Office (formerly: CE&O).

#### **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.

<b>FAMIS Roles</b>	<b>FAMIS Role Description</b>
Buyer	Xi Web Role – Gives user buyer rights.
Famis Admin	Xi Web Role – Gives user Famis Admin rights.
FAMIS_ADMIN	FAMIS Administrator
FAMIS_CONFIG	FAMIS Configuration
FIC_ADMIN	FAMIS Inventory Control Administrator
FKC_ADMIN	FAMIS Key Control Administrator
FMM Admin	Xi Web Role – Gives user FMM Admin rights.
FMM_ADMIN	FAMIS Maintenance Management Administrator
EQUIP_ENG	Equipment Engineer / Manager
KC_ADMIN	Workbench Privilege Administrator
KC_CEO_ACCT_COOR	UFM Accounting Coordinator
KC_CEO_BACC_ROUTER	UFM BACC Router
KC_CEO_BACC_STUDENT	UFM BACC Student
KC_CEO_BUS_MGR	UFM Business Manager
KC_CEO_BUYER	UFM Buyer
KC_CEO_COMMISSIONING	UFM Commissioning
KC_CEO_EHS	UFM Environmental Health and Safety
KC_CEO_EMP_EDIT	UFM Employee Edit Role
KC_CEO_INV_CTRL	UFM Inventory Control
KC_CEO_INV_CTRL_MGR	UFM Inventory Control Manager
KC_CEO_MANAGER	UFM Manager
KC_CEO_PETV	UFM PetroVend Fueling
KC_CEO_PREQ_APPRV	UFM Purchase Requisition Approver
KC_CEO_PROJ_MGR	UFM Project Manager
KC_CEO_RECEIVING	UFM Receiving
KC_CEO_SECRETARIAL	UFM Secretarial
KC_CEO_SENIOR_MGMT	UFM Senior Management
KC_CEO_SR_REVIEW	UFM Service Request Review
KC_CEO_SUPV_CREW_LDR	UFM Supervisor / Crew Leader
KC_CEO_TECHNICIAN1	UFM Technician 1
KC_CEO_USER_PROFILE	UFM Change Default Warehouse
KC Company Admin	Xi Web Role – Gives user Company Administrator rights.
Online Store Admin	FAMIS Online Store Administrator
Online Store User	Online Store User
XI_ADMIN	FAMIS Xi Administration
XI_ADMIN_FMM	Xi Administration by FMM_ADMIN
XI_COMPANY_ADMIN	Xi Company Administration – Form to access Xi web page
Inventory	Wireless – Inventory Access
Physical Count	Wireless – Adjust Inventory Part Count
Meter Read	Wireless – Do not have this Module