

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

**Instructions:** Complete Section 1 and FAX to Matt Rogers,  
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**

**FAMIS Form Security:**

<input type="checkbox"/> FSM_ADMIN	<input type="checkbox"/> KC_SPACE_FILLCODE	<input type="checkbox"/> XI_KC_GROUP_ADMIN
<input type="checkbox"/> KC_ADMIN	<input type="checkbox"/> KC_SPACE_GRS_USER	<input type="checkbox"/> XI_SPACE_COOR
<input type="checkbox"/> KC_CURATOR	<input type="checkbox"/> KC_SPACE_VIEWER	
<input type="checkbox"/> KC_REGISTRAR	<input type="checkbox"/> 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 Technology**

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

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

## **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.

FAMIS Roles	FAMIS Role Description
Create Famis AutoCAD Interface Account DEF_CAD FSM_ADMIN KC_ADMIN KC_CURATOR KC_GROUP ADMIN KC_REGISTRAR KC_SPACE_COORDINATOR KC_SPACE_FILLCODE KC_SPACE_GRS_USER KC_SPACE_VIEWER SPACE_COOR XI_KC_GROUP_ADMIN XI_SPACE_COOR	Creates a user account for using FAMISCAD Default FAMISCAD Grants FAMIS Space Management Administrator Workbench Privilege Administrator KSU Curator Xi Web Page Access - Group (Departments) Administrator KSU Registrar Office User Xi Web Page Access – Space Pages OUA Space Fill Code Admin Graphical Report User OUA Space Viewers OUA Space Coordinator Xi Group Administration – Form to access Xi web page Xi Space Coordinator – Form to access Xi web page