UNIVERSITY of SOUTH FLORIDA
Facilities Management

FAMIS 3rd Party User Account Request

Edit User

Company Name: _____

Company Description: _____

Address: _____

City: _____ **County:** _____

State/Province: _____ **Zip/Postal Code:** _____

Company Phone: _____ **Company Category:** _____

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: _____ **Add User to Crew:** _____
(Users mail drop location. Example: OPM - 100) (If more than 1, indicate in comments section below)

Requestor 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 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) the user will require access)

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

Comments: _____

_____

(Please indicate users job function and any additional information that may help with account setup)

Name of USF Department Manager Sponsor: _____

USF Sponsor Signature: _____ **Date:** _____