

FAMIS Guest User Account Request Form

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

(Setting this to "0" will prevent the user from seeing future dated work requests, this helps to keep the My Request list more manageable especially for staff that are assigned PM's)

Approval Level WO (Department Approval): Yes

(Will user 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)

User Signature: _____ **Date:** _____