

**UMSA Employees
FAMIS Full User Account Request Form**

Edit User

Department: _____ (Global Dept. Name)

User Name (Net ID): _____

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

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

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

Phone: _____ **Alt. Phone:** _____
(User's office phone number) (Alternate Phone/Cell Number)

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

Address 2: _____ (Example: MDH1000)
(Users mail point)

Requestor Location: _____ (Example: MDH1006)
(The building and room user will work in)

Email WO Confirmation: Yes
(Email is sent when user submits a work order)

Approval Level WO (Dept. 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: _____ (Example: MDH)
(Building default for work requests, use: *USF* ****Select a Property**** to require a selection at submission)

Security Profile: _____
(Select the name of the security profile for the user)

Name of Approver: _____

Signature: _____ **Date:** _____