

## FAMIS FM & PATS Staff Account Setup/Change Request

### 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: OPM100)  
(Users mail point)

**Requestor Location:** \_\_\_\_\_ (Example: OPM105)  
(The building and room user will work in)

**Future Days (Visibility set to 0): Yes**  
(Selecting Yes will eliminate future dated work orders in the "My Request" list; making the list more manageable when PM's are assigned) Default is 365 days, allowing visibility for up to one year.

**TimeCard Settings - Primary Approver:** \_\_\_\_\_  
(Does FM Supervisor require use of TimeCards in FAMIS, if so enter the Supervisor's name)

**Approval Level WO (Dept. Approval): Yes**      **Email WO Confirmation: Yes**  
(Will user be approving paying work orders)      (Email is sent when user submits a work order)

### User Security

**Region Settings:** \_\_\_\_\_  
(Select the primary region (group of properties) that the user will require access to)

**Default Property:** \_\_\_\_\_ (Example: OPM)  
(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)

### PATS Employees

**Add Region (PATS - Field Work Orders): Yes**  
**(PATS - PMI Activity): Yes**  
(Only used for Tampa - Parking & Transportation Services employees)

### Comments:

\_\_\_\_\_  
(Please add information about this user's position or job function to ensure appropriate account setup)

**Name of Manager requesting FAMIS Account:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_