

SPACE VALIDATION HOW TO REQUEST ACCESS

Financial Operations Information Technology (FOIT) Security manages all new access to Facilities Connect. Please complete the **Finance, Facilities, and Research Administration Systems General Security Access Form** located [HERE](#).

DIRECTIONS:

1 Fill out the following sections and fields in the form:

Section A (page 1)

Required fields

- Date
- NetID
- Name
- HRIS EmpID
- NU Email
- Department

Request Type

- Select Facilities and Add

Is this a School or Department transfer?

- Select No

2

3

Section E: Department Data Administrator/Steward (Page 4)

- Add/Delete all applicable Department ID's that this person is responsible for.

4 Send Form to FOIT

Please send completed form to FOIT Security at FOITsecurity@northwestern.edu

5