SPACE VALIDATION
HOW TO REQUEST ACCESS

Provides guidance on requesting access to update space record data in Facilities Connect.

▼ GETTING STARTED

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 **Section E: Facilities Management Access, Facilities Connect Roles – Space Module (Page 4)**

- Select Department Data Administrator role

- **Please note**: There can only be one Department Data Steward per unit/school. Facilities must approve this role assignment. Send this completed form to **facilities.connect@northwestern.edu** for approval prior to sending to FOIT. Specify NU Financials Dept ID(s) in Department Data Administrator/Steward section below.

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

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

4 **Required Approvals (Page 8)**

- Complete Applicant section
- Fill out the Applicant section
- Please note that the **Department Head** and where applicable, the **Dean's Office** will need to approve, sign and date their respective sections.

5 **Send Form to FOIT**
Please send completed form to FOIT Security at **FOITsecurity@northwestern.edu**