SPACE INFORMATION
FC: ACCESS & ROLES

Provides guidance on how to navigate to Facilities Connect, locate the security access request form, and understand the differences in Facilities Connect user roles as it relates to Space Validation.

1 **HOW TO ACCESS FACILITIES CONNECT**

There are multiple ways of accessing Facilities Connect through Northwestern portals and websites:

1a Northwestern University (NU) Portal

1b Facilities Connect Website

1c Northwestern Facilities Portal
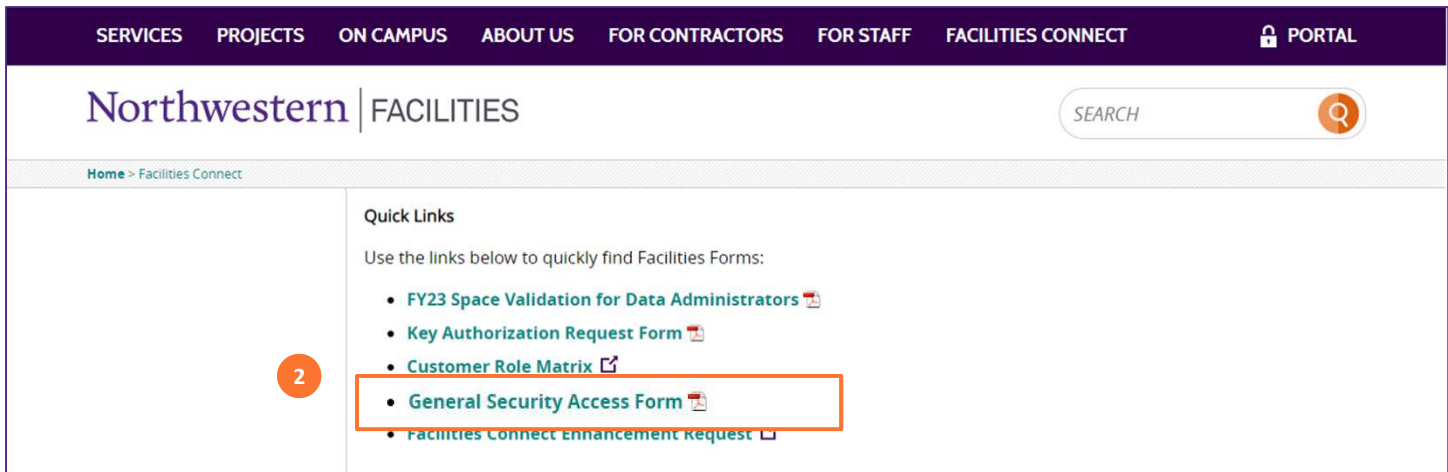
SPACE INFORMATION
FC: ACCESS & ROLES

2 **SECURITY ACCESS REQUESTS**

All Northwestern employees have General Requestor level access in Facilities Connect.

Complete <u>Section E</u> of the **General Security Access Form** (also located on the FC website) to request an elevated Facilities Connect user role and access.

3 **SPACE INFORMATION USER ROLES**

Read Only: This role is for users who need to view space information but do not edit space records.

Data Administrator: These users are responsible for maintaining accurate space information records for their responsible spaces within a school or department. Data Administrators have the ability to edit and verify space information details. They complete the yearly Space Validation process.

Data Steward: This role is for senior level administrators responsible for ensuring that the Space Validation process has been completed for their school or department. These users have the ability to edit and verify space information details as well as approve department assignment change requests.

Principle Investigator: The principal investigator is the individual bearing primary responsibility for the space, including all essential aspects of the work being carried out, including technical aspects and completion of programmatic work, compliance with government, sponsor, and university policies and regulations, fiscal stewardship of sponsored funds, and all administrative requirements of the sponsored project, even though they may not be sitting in the space.

4 **CUSTOMER ROLE MATRIX**

To view the full scope of all Customer Roles available in Facilities Connect, please reference the **Customer Role Matrix** on the FC website.