



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.

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- #### 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

Northwestern

IT SERVICE STATUS
Minor Service Outage

HOME > NUPortal

NUPortal

Your point of entry for Northwestern's Administrative Systems.

System LoginsFinancialFacilitiesResearch AdministrationStudentsHuman Resources

1a > Facilities Connect

Security Requests

Reporting

FACILITIES

Request ServicesPlanning, Design & ConstructionBuilding & Campus AccessAbout

HOME > REQUEST SERVICES > FACILITIES CONNECT

Facilities Connect

Facilities Connect is a web-based platform that simplifies and streamlines access to Facilities information and services. The three main areas of focus include:

Space contains all the information about space and how its used. Includes campus maps, floor plans, and supports the annual space validation process.

Project Management supports our day to day management of design and construction projects. Includes project tracking, financial data, and schedule management.

Operations & Maintenance is a service request management system and manages all the corrective and preventive maintenance for the university.

1b Facilities Connect Login

Northwestern | FACILITIES PORTAL

HomeDocument LibraryService LineFacilities Information and ResourcesFacilities IT Request FormsRecycle bin

Following

NU Facilities Portal

Welcome to the Facilities Portal

Jump to...

Quick Links

Back to Top

Facilities Applications

1c FC Facilities Connect

GIS

Laserfiche



SPACE INFORMATION

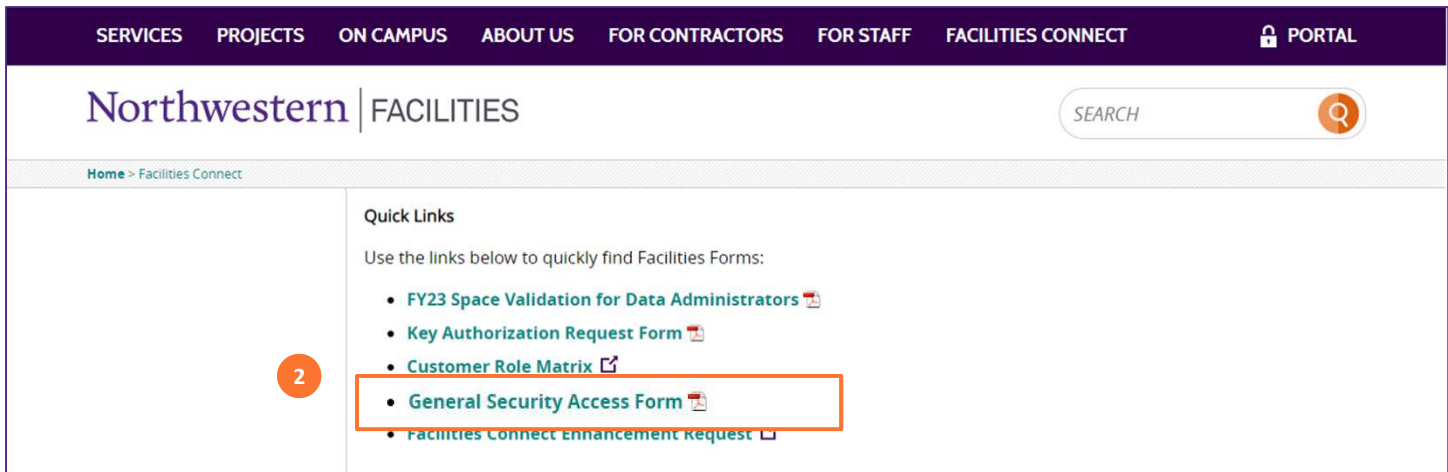
FC: ACCESS & ROLES

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SECURITY ACCESS REQUESTS

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

Complete [Section E](#) of the [General Security Access Form](#) (also located on the FC website) to request an elevated Facilities Connect user role and access.



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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.

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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.