



FAMIS 3<sup>rd</sup> Party User Account Request

Edit User

Company Name: \_\_\_\_\_

Company Description: \_\_\_\_\_

Address : \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Category: \_\_\_\_\_

Department: \_\_\_\_\_ (Global Dept. Name)

User Name (Net ID): \_\_\_\_\_ (USF Net ID)

U Number: \_\_\_\_\_ Employee ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
(Users office phone number) (Alternate Phone/Cell Number)

Address 1: \_\_\_\_\_  
(Address of the building user will work in)

Address 2: \_\_\_\_\_ \$GG 8VHU WR & UHZ BBBB BBBB  
(Users mail GURS ORFDWLRQ ([DPSOHI 280H WKDQ LQGLFDWH LQ FRPPHQ

5 HTXHVWRU Location: \_\_\_\_\_ (Example: OPM - 105)  
(The building and room user will work in)

My Requests Page (Future Days set to 0): Yes  
( & KHFN <HV L7XFKLQDFWLRQ EHDVVLRQHQDSQWYHJQWRUJLNUHYH WKLV  
XQFKHFLXNBU ZLHOXCEPLWWHQXZRW M)

Approval Level WO (Department Approval): Yes  
( & KHFN User ZLHOXCEPLWWHQXZRW M) approving paying work orders)

User Security

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

Default Property: \_\_\_\_\_  
(Default building for work requests, use: USF- \*\*Select a Property\*\* to require a selection)

Comments: \_\_\_\_\_

(Please LQGLFDWHIXVWFLURQMDQEG DQ\ DGGLWLRQDO LQIRUPDWLRQ What may help Z