

# 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.

### 4Send Form to FOIT

Please send completed form to FOIT Security at [FOITsecurity@northwestern.edu](mailto:FOITsecurity@northwestern.edu)

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