UNIVERSITY of SOUTH FLORIDA

FAMIS 3rd Party User Account Request

Edit User

Company Name: _____

Company Description: _____

Address : _____

City: _____   County: _____

State/Province: _____   Zip/Postal Code: _____

Company Phone: _____   Company Category: _____

Departmen t: _____ (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: _____   Add User to Crew _____
(Users mail drop location)   (Example: More than 1 indicate in comments)

Requestor Location: _____ (Example: OPM - 105)
(The building and room user will work in)

My Requests Page (Future Days set to 0): Yes
(Check Yes if Technician should only be assigned to paint/remove/order they have
 unchecked or will submit requests)

Approval Level WO (Department Approval): Yes
(Check User Level 6 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 indicate if cross/national any additional information What may help Z