

**USF Health UMSA / TGH Employees  
FAMIS Full User Account Request**

**Edit User**

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

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

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

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

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

**Phone:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_  
(User's office phone number) (Alternate Phone/Cell Number)

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

**Address 2:** \_\_\_\_\_ (Example: MDH1000)  
(Users mail point)

**Requestor Location:** \_\_\_\_\_ (Example: MDH1006)  
(The building and room user will work in)

**Email WO Confirmation: Yes**  
(Email is sent when user submits a work order)

**Approval Level WO (Department Approval) Yes**  
(Check Yes, if user will be approving paying work orders)

**User Security**

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

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

**Security Profile:** \_\_\_\_\_  
(Select the name of the security profile for the user)

**Comments:**

(Please add information about this user's position or job function to ensure appropriate account setup)

**USF Health FM Operations Manager's Name:**

**USF Health FM Operations**

**Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_