



FAMIS 3rd 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 EHVVLJQHRSQWYHJQVREJLNUHYH 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 LQGLFDWHIXVWFLURQDQEG DQ\ DGGLWLRQDO LQIRUPDWLRQ What may help Z