Request for Web Central User Account
(Facilities Space Information)

Applicant

Last Name	First Name	Net ID

Phone	Role Requested:
	☐ **Campus Space**
Office Address	*(View all Campus, Edit specified College – Specify only College Code below)*
	☐ **Department Space**
	(View specified College, Edit specified Divisions – Specify College & Division(s) below)
	☐ **Campus (Dept.) Viewer**
	(View specified College, No editing – Specify only College Code below
	Click here to download the Code Table

College Code *(NN)*	VPA Option 1	College Name *(Facilities)*

For Department Space Roles please list the division code(s) below.

Division Code(s) *(456)*	VPA Option 2

Request for Access to Facilities and Services Networked Information

I have read and understand the policy concerning **Privacy, Integrity and Security of Facilities** & **Services Data and Systems.**
I further understand that my user identification code (Login ID and password) are my legal signature. If I have reason to believe that the confidentiality of my user identification code has been broken I will contact **Facilities and Services Support Desk (244-6350)** so that my user identification code can be deleted and a new user identification code can be assigned to me.

User responsibilities include preserving the confidentiality and security of data to which access is granted, ensuring that data are used for and in the conduct of University business, and reporting known or suspected security violations to the Director of Facilities and Services. These responsibilities also include the proper storage, access control and disposal of private and confidential data that are presented to the user in the form of printed reports, magnetic tape, floppy disks, files downloaded to a personal computer or any other output media.

Signature	Date

Unit Approver

Name

Signature	Date

Return form via email to: fandsfire@illinois.edu

OR

Send via Campus Mail to: Facilities Information Resources
117 PPSB, MC-800
1501 South Oak Street

Facilities & Services

Facilities & Services Security Officer	Date

Privacy and Security of
Facilities & Services Networked Information (FASNET)
(User Keeps This Page)

What is Facilities & Services Networked Information (FASNET)?
Facilities & Services Networked Information, or FASNET, includes all data, programs and procedures gathered, stored or maintained on Facilities & Services computer equipment.

Who owns it?
All data, programs and procedures gathered, stored or maintained on Facilities & Services computer equipment is the property of the University of Illinois, unless otherwise stated in a contractual agreement.

Who is responsible for FASNET and for what are they responsible?
Facilities & Services Staff and other authorized users in the University of Illinois community are responsible for preserving the confidentiality and security of the information available through FASNET. This includes proper storage, access control and disposal of private and confidential data that are presented in the form of printed reports, magnetic tape, thumb drives/USB removal media, files downloaded to a personal computer or any other output media. Users are also responsible for ensuring that data are used for, and in the conduct of, University business; and reporting known or suspected security violations to the Director of Shared Administrative Services and the Executive Director of Facilities & Services.

>   **Confidentiality** is the special status given to sensitive data owned by the University of Illinois to minimize potential invasion of privacy. Such data are considered private and not open to, intended for, or controlled by the public. Federal and State laws, as well as University policy, govern the determination of the level of confidentiality and privacy.

>   **Security** is the protection of information against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.

Facilities & Services System Services is responsible for the integrity of the systems, and for providing users with the necessary technology to access and control data and conduct business.

The Director of Shared Administrative Services/Executive Director of Facilities & Services (or his/her designee) is responsible for authorizing access to data, interpreting pertinent laws and University policies that determine the levels of confidentiality and security required for data, and reviewing security violations for appropriate action.

Why is this so important?
FASNET is the core of Facilities & Services information resource and is considered a valuable asset. Violation of these policies may constitute a major misuse of University resources. Employees who knowingly abuse their access privileges may be subject to disciplinary sanctions in accordance with University policy. Serious violation could result in dismissal or discharge.

Who monitors proper use and authorization?
The **Request for Access to Facilities & Services Networked Information** contains an agreement that is signed by the user. For Facilities & Services employees and other authorized users, the agreement is kept by the Facilities & Services Security Officer.

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FACILITIES & SERVICES

FACILITIES INFORMATION RESOURCES
(217) 333-0923 | fandsfire@illinois.edu | www.fs.illinois.edu/services/FIR   06/20/2020