

User Roles and User Account Request



Facilities & Services

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Non-Editing Roles

Campus Viewer - *View all space occupied by VPA College*

Facilities & Services Role - *View all of campus*

- View Rooms by
- View Division by
- Highlight Rooms by
- People in Space
- Space Changes
- Floor Plan Requests
- Export (Ignore)



Editing Roles, Space Survey

Campus Space - *View/Edit all space occupied College (VPA Option 1)*

Department Space - *View/Edit only space as designated by College (VPA Option 1) and Division (VPA Option 2)*

Same functions as non-editing roles plus:

- People in Space
 - Assign People
- Space Changes
 - Make Space Changes
 - Review My Space Changes
- Space Survey (Annual)
- F&A Survey (Every 4 Years)
- Export (Not Used)



Archibus/Web Central User Roles

To obtain an account other than Facilities and Services Space Role* please fill out the [Web Central User Account Form](#).

- **Campus Viewer Role:** View All Space in a specified College / No Editing.
Form Instructions: Fill out College Code (VPA Option1).
- **Department Space Role:** View All Space in a specified College / Edit Space for specified Departments within the College.
Form Instructions: Fill out College Code (VPA Option1) AND Division Code (VPA Option2)
- **Campus Space Role:** View All Campus Space / Edit Space for a specified College.
Form Instructions: Fill out College Code (VPA Option1).
- ***Facilities and Services Space Role:** View All Campus Space
Form Instructions: No form needed. F&S employees may request an account by sending an email to [FIR Space Management](#) with subject line: "Request F&S access to Archibus Web Central."



User Request Form

Campus Viewer

Applicant		
Last Name Ritchie	First Name Robert	Net ID krock5
Phone 217-555-8888	Role Requested: <input type="radio"/> Campus Space <i>(View all Campus, Edit specified College – Specify only College Code below)</i> <input type="radio"/> Department Space <i>(View specified College, Edit specified Divisions – Specify College & Division(s) below)</i> <input checked="" type="radio"/> Campus (Dept.) Viewer <i>(View specified College, No editing – Specify only College Code below)</i> Click here to download the Code Table	
Office Address 1501 S Oak Champaign, IL 61820		
College Code (NW) KR	VPA Option 1	College Name (Facilities) Fine & Applied Arts
<i>For Department Space Roles please list the division code(s) below.</i>		
Division Code(s) (456)	VPA Option 2	

Campus Space

Applicant		
Last Name Ritchie	First Name Robert	Net ID krock5
Phone 217-555-8888	Role Requested: <input checked="" type="radio"/> Campus Space <i>(View all Campus, Edit specified College – Specify only College Code below)</i> <input type="radio"/> Department Space <i>(View specified College, Edit specified Divisions – Specify College & Division(s) below)</i> <input type="radio"/> Campus (Dept.) Viewer <i>(View specified College, No editing – Specify only College Code below)</i> Click here to download the Code Table	
Office Address 1501 S Oak Champaign, IL 61820		
College Code (NW) KR	VPA Option 1	College Name (Facilities) Fine & Applied Arts
<i>For Department Space Roles please list the division code(s) below.</i>		
Division Code(s) (456)	VPA Option 2	

Department Space

Must have 1 or more
“Division Code”

Applicant		
Last Name Ritchie	First Name Robert	Net ID krock5
Phone 217-555-8888	Role Requested: <input type="radio"/> Campus Space <i>(View all Campus, Edit specified College – Specify only College Code below)</i> <input checked="" type="radio"/> Department Space <i>(View specified College, Edit specified Divisions – Specify College & Division(s) below)</i> <input type="radio"/> Campus (Dept.) Viewer <i>(View specified College, No editing – Specify only College Code below)</i> Click here to download the Code Table	
Office Address 1501 S Oak Champaign, IL 61820		
College Code (NW) KR	VPA Option 1	College Name (Facilities) Fine & Applied Arts
<i>For Department Space Roles please list the division code(s) below.</i>		
Division Code(s) (456)	VPA Option 2	
209,495,883		

