User Roles and User Account Request

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)

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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)

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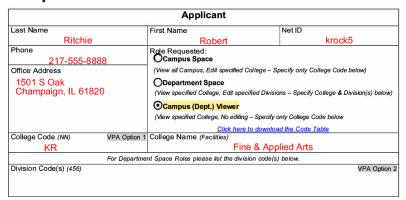
Archibus/Web Central User Roles

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."

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User Request Form

Campus Viewer

Campus Space

Department Space

Must have 1 or more "Division Code"

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