

# Facilities Management

This job aid helps you complete the Central Security Access Form for Facilities Management. For each function that you need below, make the corresponding selections on the Central Security Access Form.

Central Security Access Form Help																																													
1. In <b>Section A</b> on page 1, complete the demographic information and Request Type.																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: left; padding: 2px;">SECTION A</th> </tr> </thead> <tbody> <tr><td style="width: 30%; padding: 2px;">*Date</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;">*NetID</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;">*Name (Last, First MI)</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;">*HRIS EMPLID</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Title</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;">NU Email</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Department</td><td style="padding: 2px;"></td></tr> <tr><td style="padding: 2px;">Work Phone</td><td style="padding: 2px;"></td></tr> </tbody> </table> <p style="margin-top: 5px;"><b>REQUEST TYPE</b> (Check all that apply)            To add a user, select the appropriate box(es) below, then complete section(s) B–M.            To inactivate a user, select the appropriate box(es) below, sign, and forward form to <a href="mailto:cafesecurity@northwestern.edu">cafesecurity@northwestern.edu</a>.            To modify access, select box(es) below, then select add/delete as appropriate in section(s) B–M.</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 40%;">NU Financials (Section B, F2–H, J–M)</td> <td style="width: 15%; text-align: center;"><input type="checkbox"/> ADD</td> <td style="width: 15%; text-align: center;"><input type="checkbox"/> INACTIVATE</td> <td style="width: 30%; text-align: center;"><input type="checkbox"/> MODIFY</td> </tr> <tr> <td>Workflow (Section C)</td> <td style="text-align: center;"><input type="checkbox"/> ADD</td> <td style="text-align: center;"><input type="checkbox"/> INACTIVATE</td> <td style="text-align: center;"><input type="checkbox"/> MODIFY</td> </tr> <tr> <td>Row Level Security (Section D)</td> <td style="text-align: center;"><input type="checkbox"/> ADD</td> <td style="text-align: center;"><input type="checkbox"/> INACTIVATE</td> <td style="text-align: center;"><input type="checkbox"/> MODIFY</td> </tr> <tr> <td>Facilities Management (Section E)</td> <td style="text-align: center;"><input type="checkbox"/> ADD</td> <td style="text-align: center;"><input type="checkbox"/> INACTIVATE</td> <td style="text-align: center;"><input type="checkbox"/> MODIFY</td> </tr> <tr> <td>Grants Management (Section F)</td> <td style="text-align: center;"><input type="checkbox"/> ADD</td> <td style="text-align: center;"><input type="checkbox"/> INACTIVATE</td> <td style="text-align: center;"><input type="checkbox"/> MODIFY</td> </tr> <tr> <td>SciQuest (Section H2)</td> <td style="text-align: center;"><input type="checkbox"/> ADD</td> <td style="text-align: center;"><input type="checkbox"/> INACTIVATE</td> <td style="text-align: center;"><input type="checkbox"/> MODIFY</td> </tr> </table> <p style="margin-top: 10px;"><b>Is this a School or Department transfer?</b>      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>				SECTION A		*Date		*NetID		*Name (Last, First MI)		*HRIS EMPLID		Title		NU Email		Department		Work Phone		NU Financials (Section B, F2–H, J–M)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY	Workflow (Section C)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY	Row Level Security (Section D)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY	Facilities Management (Section E)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY	Grants Management (Section F)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY	SciQuest (Section H2)	<input type="checkbox"/> ADD	<input type="checkbox"/> INACTIVATE	<input type="checkbox"/> MODIFY
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2. In <b>Section B</b> on page 2: <b>General Access:</b>																																													
<ul style="list-style-type: none"> <li>In Cognos Reporting, select the report folder(s) as needed.</li> <li>In Travel and Expense Access, select the expense access, as needed.</li> <li>In Procurement Access, select purchasing and payment access, as needed.</li> <li>In General Ledger Access, select general ledger access, as needed.</li> <li>In FAMIS Web Based Roles, select FAMIS Self Service access, if needed.</li> </ul>																																													

# Facilities Management

3. In **Section C** on page 3: **Workflow:**

- If you have responsibilities to approve transactions in NUFinancials, specify Departments or Projects

Specify Departments and/or Department Tree Nodes	
Dept Approval, Level 1 (\$0-\$1,499)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Dept Approval, Level 2 (\$1,500-\$4,999)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Dept Approval, Level 3 (\$5,000 and up)	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Dept Budget Approval	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Projects	
Project Pre-Approval	<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Add <input type="checkbox"/> Remove

4. In **Section D** on page 3: **Row Level Security (RLS):**

- In order to be able to see data on Cognos reports and on NUFinancials inquiry menus, specify Departments and Projects.
- Select to view payroll detail

Specify Departments or Department Tree Nodes	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Specify Projects	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove
	<input type="checkbox"/> Add <input type="checkbox"/> Remove
SALARY ACCESS	
<i>Provides the ability to view payroll detail by employee for all departments and projects where row level security has been indicated.</i>	
	<input type="checkbox"/> Add <input type="checkbox"/> Remove

5. In **Section E** on page 4: **Facilities Management Access:**

- Read through the FAMIS roles and select appropriate role.
- In Cognos Reporting, select Facilities to have access to Facilities Cognos reports.
- In Ad Hoc Reporting Access, select to have access to Cognos Ad Hoc Reporting.

C	D	L	B	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COGNOS Reporting, Generate and View reports in central folders indicated below
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facilities Access to delivered reports in this folder. (CEN_FACILITIES)
Ad Hoc Reporting Access				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COGNOS Cognos Ad Hoc Reporting.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QY-NU-Query Viewer Run public NUFinancials queries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QY-NU-Query Create Create NUFinancials queries.

6. Procure necessary approval signatures and submit to:  
 Financial Operations IT  
 619 Clark #118  
 Evanston Campus  
 Fax: 847-467-3070 or [cafesecurity@northwestern.edu](mailto:cafesecurity@northwestern.edu)