

**AiM Role Selection Form.**

**Print** this form. Place a check mark next to the appropriate security role needed for your employee. Custodian signature is required per section as indicated. This must accompany the AiM Customer Access Request Form for new employees.

**EMPLOYEE INFORMATION:**

Date: mm/dd/yyyy: \_\_\_\_\_

Aggie ID: \_\_\_\_\_ Employee Name: \_\_\_\_\_ User ID: \_\_\_\_\_

**DBAN**     **UBAN**     **PBAN**

***Access Control***

KEY\_ADMIN     KEY\_MANAGER  
 KEY\_VIEW\_ONLY

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FS Executive Director Facilities Administration and FSA must authorize the assignment of security roles*

***Business Office***

BUS\_HR     BUS\_MANAGER  
 BUS\_PURCHASING     BUS\_PURCHASING\_VIEW\_ONLY  
 BUS\_SYSTEM\_ADMIN     BUS\_HR\_ASSISTANT  
 BUS\_WO\_INVOICE     PSL\_EXTERNAL\_CHARGE\_APPROVER  
 OFS\_EXTERNAL\_CHARGER\_APPROVER

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FS Executive Director Facilities Administration, FSA, and PSL Accounting & IT must authorize the assignment of security roles*

***Space***

SPACE\_ADMIN     AIMCAD     SPACE\_APPROVER  
 SPACE\_PROP\_ADMIN     SPACE\_SURVEYOR

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FSA and FS Executive Director Facilities Administration must authorize the assignment of security roles*

***Warehouse***

WH\_AGENT     WH\_MANAGER  
 WH\_PURCHASING  
 WH\_SHOP\_ASST\_SUPERVISOR\_MATERIAL\_SERVICES  
 WH\_SHOP\_SUPERVISOR\_MATERIAL\_SERVICES

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Central Warehouse Manager must authorize the assignment of security roles*

This request has been Reviewed & Approved by FSA  
**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Work Management FS**

- WM\_SHOP\_SUPERVISOR [SHOP: \_\_\_\_\_ ]  
 WM\_SHOP\_ASST\_SUPERVISOR [SHOP: \_\_\_\_\_ ]  
 PROJMGMT\_MANAGER  PROJMGMT\_ASST\_DIR  
 WM\_SHOPSTOCK\_WH\_INVENTORY  WM\_SHOPSTOCK\_WH\_VIEW\_ONLY

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FS Executive Director Facilities Administration and FSA must authorize the assignment of security roles*

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**Work Management SHARED**

- WM\_SHOP\_EMPLOYEE  WM\_WORKDESK  
 WM\_VIEW\_ONLY

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FSA, FS Executive Director Facilities Administrator, and Central Warehouse Manager may authorize the assignment of security roles*

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**Preventive Maintenance - SHARED**

- PREVMANT\_DATAENTRY  PREVMANT\_SCHEDULER  
 PREVMANT\_VIEW\_ONLY  PREVMANT\_INSPECTION  
 PREVMANT\_ADMIN

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FSA and FS Executive Director Facilities Administrator may authorize the assignment of security roles*

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**Utilities**

- UTIL\_BILLING  UTIL\_MANAGER  
 UTIL\_METER\_READER  BUS\_UTIL\_MGT  
 UTIL\_VIEW\_ONLY

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FSA and FS Executive Director Facilities Administrator may authorize the assignment of security roles*

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**Misc/ Shared**

- AUDIT\_VIEW\_ONLY  SPACE\_VIEW\_ONLY  
 WH\_VIEW\_ONLY  PROJMGMT\_VIEW\_ONLY

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FSA, FS Executive Director Facilities Administrator, CAR, and Central Warehouse Manager may authorize the assignment of security roles*

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**Motorpool**

- MP\_MANAGER  MP\_SYSTEM\_ADMIN

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Transportation Services Director must authorize the assignment of security roles*

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**PSL**

- PSL\_WH\_AGENT
- PSL\_WH\_MANAGER
- PSL\_WH\_PURCHASING
- PSL\_WH\_VIEW\_ONLY
- PSL\_PREVMAINT\_DATAENTRY
- PSL\_WM\_SHOP\_EMPLOYEE
- PSL\_WM\_SHOP\_SUPERVISOR[SHOP: \_\_\_\_\_]
- PSL\_WM\_WORK\_DESK
- PSL\_WM\_EQUIP\_RENTAL\_ADMIN

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*PSL Accounting & IT must authorize the assignment of security roles*

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**System Administration**

- SYSTEM\_ADMIN-SYSTEM\_ADMINISTRATOR
- WM\_WORK\_ORDER\_MAINT
- APPLICATION ADMIN
- SYSTEM (UBAN & DBAN ONLY)
- ADMIN\_INVENTORY\_ADJUSTMENT

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FSA must authorize the assignment of security roles*

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**Assessment and Needs Analysis**

- ANA\_ADMIN
- ANA\_VIEW\_ONLY
- ANA\_DATA\_SUPPORT
- ANA\_BUS\_MGR
- ANA\_PROJECTS\_SUPPORT
- ANA\_VP
- ANA\_ESTIMATOR

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FS Executive Director Facilities Administration and FSA must authorize the assignment of security roles*

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**AiM IQ**

- AiM\_IQ

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FSA must authorize the assignment of security roles*

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