



# AiM Role Selection



**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.

## SECTION 1: EMPLOYEE INFORMATION

Date: mm/dd/yyyy: \_\_\_\_\_ Aggie ID: \_\_\_\_\_ Employee Name: \_\_\_\_\_

User ID: \_\_\_\_\_

SHOP \_\_\_\_\_  DBAN  UBAN  PBAN Start Date: mm/dd/yyyy: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

### Access Control

KEY\_ADMIN  KEY\_MANAGER  KEY\_VIEW\_ONLY

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

*FS Executive Director Facilities Administration and ICT-SBS 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  WH\_FS\_BUSINESS\_OFFICE  
 OFS\_EXTERNAL\_CHARGER\_APPROVER  PSL\_EXTERNAL\_CHARGE\_APPROVER

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

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

### Space

SPACE\_ADMIN  SPACE\_APPROVER  AIMCAD  
 SPACE\_PROP\_ADMIN  SPACE\_SURVEYOR  SPACE\_PROPERTY\_DATA\_MGT

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

*ICT-SBS 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*

**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 ICT-SBS must authorize the assignment of security roles*

**Work Management SHARED**

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

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

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

**Preventive Maintenance - SHARED**

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

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

*ICT-SBS and FS Executive Director Facilities Administrator may authorize the assignment of security roles*

**Utilities**

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

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

*ICT-SBS and FS Executive Director Facilities Administrator may authorize the assignment of security roles*

**Misc/ Shared**

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

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

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

**PSL**

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

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

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

**System Administration**

- SYSTEM\_ADMIN-SYSTEM\_ADMINISTRATOR
- WM\_WORK\_ORDER\_MAINT
- APPLICATION ADMIN

- SYSADMIN (UBAN & DBAN ONLY)
- ADMIN\_INVENTORY\_ADJUSTMENT

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

*ICT-SBS 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 ICT-SBS must authorize the assignment of security roles*

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**AiM IQ**

- AiM\_IQ

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

*ICT-SBS must authorize the assignment of security roles*

**SECTION 3: APPROVALS**

This request has been Reviewed & Approved by ICT-SBS

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