Archibus User Access
REQUEST FORM

Email completed request form to Archibus-Support @ucsf.edu

Date of Request:

Type of Archibus User Request:
- New User
- DeptID Access Change
- Deactivate User

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USER INFORMATION:

Last Name, First Name:

EIN:

E-mail:

Home Department DeptID

Home Department Name:

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NEW USER OR CHANGE TO EXISTING USER ACCESS ONLY:

Does the user require **Edit** Access or **Read Only** Access to Archibus?

- Edit Access
- Read Only Access

Archibus User Roles:

Strategist: Control Point level space manager with Control Point level edit access and universal read access.

Coordinator: Department level space manager with Department level edit access and universal read access.

Report Reader: Universal read only access.

Which Archibus role is the user requesting?

Strategist

Coordinator

Report Reader

Use the UCSF DeptID tree available on this page to identify the correct security access for New User requests and DeptID Access Change requests."

Please list all 6-digit DeptIDs and DeptID Name Description that the User requires Edit access to (e.g., 100000 M_School of Medicine):

REQUEST APPROVALS:

Has the User's Unit Head approved this Request?

Yes

No

User's Unit Head name and email address:

User's Department Access Administrator's name and email address:

EMAIL THIS FORM TO _Archibus-support@ucsf.edu_ _with subject header:_
"Archibus User Access"

Your request will be processed as soon as possible.

New users will be directed to training before gaining access to Archibus.

For more information, please visit http://space.ucsf.edu/NewUser