

Archibus User Access REQUEST FORM

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

Date of Request:

Type of Archibus User Request: New User
 Change in Department Access
 Deactivate User



USER INFORMATION:

Last Name, First Name:*

EIN:*

Email:

Home Department DeptID

Home Department Name:



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 (select one of the following)?

Strategist

Coordinator

Report Reader

FOR COORDINATOR EDIT ACCESS REQUESTS ONLY:

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_Requestor First Name-Last Name"

It is recommended that new users review online training materials before accessing Archibus and running reports. Please reach out to Archibus-Support@ucsf.edu for 1:1 training or any questions.

Your request will be processed within 3-5 business days.

For more information and training materials, please visit
<https://space.ucsf.edu/archibus>