



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 _____ ☐ **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 IT-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, IT-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:** _____

IT-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 IT-SBS must authorize the assignment of security roles

Work Management SHARED

- ☐ WM_SHOP_EMPLOYEE ☐ WM_WORKDESK
☐ WM_VIEW_ONLY

Print Name: _____ **Signature:** _____ **Date:** _____

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

Preventive Maintenance - SHARED

- ☐ PREVMaint_DATAENTRY ☐ PREVMaint_SCHEDULER
☐ PREVMaint_VIEW_ONLY ☐ PREVMaint_INSPECTION
☐ PREVMaint_ADMIN

Print Name: _____ **Signature:** _____ **Date:** _____

IT-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:** _____

IT-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:** _____

IT-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_PREVMaint_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 ONLY)
☐ ADMIN_INVENTORY_ADJUSTMENT

Print Name: _____ **Signature:** _____ **Date:** _____

IT-SBS must authorize the assignment of security roles

Assessment and Needs Analysis

- ☐ ANA_ADMIN ☐ ANA_BUS_MGR ☐ ANA_ESTIMATOR
☐ ANA_VIEW_ONLY ☐ ANA_PROJECTS_SUPPORT
☐ ANA_DATA_SUPPORT ☐ ANA_VP

Print Name: _____ **Signature:** _____ **Date:** _____

FS Executive Director Facilities Administration and IT-SBS must authorize the assignment of security roles

AiM IQ

- ☐ AiM_IQ

Print Name: _____ **Signature:** _____ **Date:** _____

IT-SBS must authorize the assignment of security roles

SECTION 3: APPROVALS

This request has been Reviewed & Approved by IT-SBS

Print Name: _____ **Signature:** _____ **Date:** _____