



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

- PREVMANT_DATAENTRY PREVMANT_SCHEDULER
- PREVMANT_VIEW_ONLY PREVMANT_INSPECTION
- PREVMANT_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_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 ONLY)
- ADMIN_INVENTORY_ADJUSTMENT

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

IT-SBS must authorize the assignment of security roles

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 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:** _____