

# AiMs User Account Request Form

This form must be completed by the requestor and routed from supervisor for access to the AiMs.

Completed forms can be e-mailed to [AiM CMMS Admin](#). Application login IDs and passwords will be provided to the authorized individual.

## Action Required: (check one)

- Check New account – *Supervisor Approval Required* \_\_\_\_\_
- Change account role for existing user account – *Supervisor Approval Required*
- Delete an existing user account – *Supervisor Approval Required*
- Change user information or reset password
- Change zone assignment From: \_\_\_\_\_ To: \_\_\_\_\_
- Change user email address

## User Information:

<i>First name (Legal)</i>	<i>Last name (Legal)</i>
<i>Network Id (NID)</i>	<i>Phone</i>
<i>F&amp;S Shop/Zone Assign</i>	<i>UCF Email</i>
<i>F&amp;S Shop/Zone Assign</i>	<i>Trade/Craft</i>

## Account Roles:

<input type="checkbox"/> ADMIN ASSIST	Administrative assistant. This role allows office assistants, ops students, and other administrative assistants to create and edit work orders but provides no other access. Additional roles should be assigned as needed.
<input type="checkbox"/> CUSTOMER	Customer role allows customer to put in a work order request for any work that needs to be done
<input type="checkbox"/> DEPARTMENTAL ACCOUNTING PERSONNEL	This role allows external departmental accounting personnel to input work requests, review existing work orders, and order warehouse materials. No other role is required or should be assigned for these personnel to use AiM.
<input type="checkbox"/> PLANNER/SCHEDULER	Any planner and scheduler
<input type="checkbox"/> SEM SHOP PERSON	Employees in the sustainability & energy management shop
<input type="checkbox"/> STOREKEEPER	Central stores employee authorized to issue inventory on pick tickets, order material from vendors, and maintain inventory within the central stores warehouse.
<input type="checkbox"/> STORES CUSTOMER	Customers of central stores who purchase items through annual blanket work orders
<input type="checkbox"/> SUPERVISOR	All supervisors - do not assign any additional roles for supervisors, they do not need any other role.
<input type="checkbox"/> TECHNICIAN	Frontline employee working within one of the trades
<input type="checkbox"/> WCC	Work control center dispatcher