Hamilton County Facilities
CAFM Website Access Request Form

Instructions:

Please fill out the top portion of this form, save it as the date and your 3 initials (yyyy/mm/dd-tts), and email to Tim Schuh (tschuh@cms.hamilton-co.org) for approval. You will receive an email from Hamilton County's CAFM / Archibus Support Services Team with your login information before you will be able to login to the web site. The password will be assigned to you at that time.

Your personal data:

Date of Request: _____

First Name: _____

Last Name: _____

Department: _____

Position: _____

Phone Number: _____

Work email: _____

Location: (Building, Floor, Room) _____

Modules	Module Access		Abilities	
	Yes	No	Read	Write
Real Estate Portfolio Management				
Project Management				
Space Management				
Asset and Depreciation Management				
Operations Management				
Risk Management				
Workplace Services				
Hamco Reporting and Technology				
Fleet Management				
HamCo Accounting				
System Administration				

Security Level

Requestor	Facilities	Partner

Requestor	Staff	Admin	Mngr/Supervisor