

**FAMIS Space Survey Account Setup/Change Request**

<b>UNIT/DEPARTMENT NAME</b>		
<b>NAME</b>	<b>EMAIL ADDRESS</b>	<b>DEPT Number (FAST 6-digit ID)</b>
<b>ACTION</b> (add, delete, change)	<b>NET ID</b>	<b>ROLE (See note below)</b> <b>Surveyor                      Approver</b>

<b>UNIT/DEPARTMENT NAME</b>		
<b>NAME</b>	<b>EMAIL ADDRESS</b>	<b>DEPT Number (FAST 6-digit ID)</b>
<b>ACTION</b> (add, delete, change)	<b>NET ID</b>	<b>ROLE (See note below)</b> <b>Surveyor                      Approver</b>

<b>UNIT/DEPARTMENT NAME</b>		
<b>NAME</b>	<b>EMAIL ADDRESS</b>	<b>DEPT Number (FAST 6-digit ID)</b>
<b>ACTION</b> (add, delete, change)	<b>NET ID</b>	<b>ROLE (See note below)</b> <b>Surveyor                      Approver</b>

Note: Surveys are intended to be done with separation of responsibility, therefore there should always be multiple users involved with separate roles. In some instances, a user may serve in both roles. The Approver is responsible for survey data accuracy, they are authorized to certify the data for their department, they also have all the same abilities as the Surveyor.

**Requested by:** \_\_\_\_\_

**Name of Unit/Department Approver:** \_\_\_\_\_  
(Please print)

**Unit/Dept. Approver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_