Access Request Form

Please complete the following and send via campus mail to

Floor Plan Website / FM: Interact / AERES Access
Office of the University Architect
Box 7519

or email this completed form to Jenny Korreck at jkbenedi@ncsu.edu

Note: Access will not be granted without department head signature.

What are you requesting access to?

☐ Floor Plan Website (Includes current PDF floor plans of buildings)

☐ FM: Interact (Current interactive or PDF floor plans of buildings with additional building and room data such as construction date, department, and use)

☐ AERES (As-Built drawings and project information such as record drawings, O&Ms, specs, etc.)

Date: _______________________________________________________________________

Name: _______________________________________________________________________

Unity Account ID (example: jqdoe. Do not include your password): _______________________

Employee ID (example: 000012345) _________________________________________________

Email Address: _________________________________________________________________

Department: ___________________________________________________________________

Department OUC: _______________________________________________________________

Department Head (Print Name): _________________________________________________

Department Head Approval (Sign & Date): ____________________________________________

If requesting AERES access, please select what you would like access to: check all that apply

☐ Building Documents ☐ Project Information ☐ Real Estate ☐ Utility Information

Please provide a description of how you would use the Floor Plan Website, FM: Interact, or AERES:

______________________________________________________________________________

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Office of the University Architect approval (OUA use only) _______________________________