

**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](mailto: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:

\_\_\_\_\_  
\_\_\_\_\_

Office of the University Architect approval (OUA use only) \_\_\_\_\_