

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 Sally Rau at smroyo@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) _____