

UCSC FacilitiesLink Account Setup Instructions & Form

FacilitiesLink is the primary database utilized by Capital Planning & Space Management (CPSM) for tracking campus space. If you have a business reason to have access to the database, please follow this two-step process to set up an account.

Step 1: New Account Application

- Go to the [FacilitiesLink Login Page \(https://ucsc.metabim.com/\)](https://ucsc.metabim.com/) and click on **Apply for Account**.
- Complete the account application and click the **Apply** button.

If you have successfully completed this step, you will receive an email confirming your application.

Step 2: Account Request Form

- Complete the attached FacilitiesLink Account Request Form and obtain necessary authorization.
- Complete the Access to Information Statement.
- Submit the completed and signed request forms to Capital Planning & Space Management by one of the following methods:
 - Fax to 831.459.2619
 - Email a PDF to FLinkHelp@ucsc.edu
 - Mail Stop: Chancellors Office, Attn: Capital Planning & Space Management

Once the application and request form are received and verified, your account will be activated. Please allow 7-10 business days for account activation.

Need FacilitiesLink help?

Visit the FacilitiesLink Help Site at <https://sites.google.com/a/ucsc.edu/flinkhelp/>
or email questions to FLinkHelp@ucsc.edu.

UCSC FacilitiesLink Account Request Form

REQUEST DATE: _____

NAME: _____

EMAIL: _____

JOB TITLE: _____

PHONE: _____

DEPARTMENT: _____

FAX: _____

ORGANIZATION: _____

Action Requested: Establish **NEW** Account

MODIFY Existing Account

State business reason for needing the account: _____

Requestor Signature: _____ Date: _____

Standard Permissions Request

View Only (*browse data only*)

Space Management (*change room info*)

Dept Head Signature: _____ Date: _____

Dept Head Name & Title: _____

Special Permissions Request
Permissions for these modules require a signature from the Division's Space Control Officer (SCO).

Assign Occupants to Rooms

Indirect Cost Recovery Survey

SCO Signature: _____ Date: _____

SCO Name & Title: _____

Submit the completed and signed request form to Capital Planning & Space Management by fax (831.459.2619), email a PDF to FLinkHelp@ucsc.edu, or Mail Stop: Chancellors Office, Attn: Capital Planning & Space Management

CPSM Use Only:	Date	Initials		Date	Initials	Notes
New Account Application:			Request Expiration:			
Request Form Received:			Account Rejected:			
Account Activation:			Account Retired:			

**University Administrative Information System
ACCESS TO INFORMATION STATEMENT**

Federal law, California law, and University policy† protects any information that is maintained by the University that identifies or describes an individual (“personal information”), including, but not limited to, his or her name, social security number, physical description, home address, home telephone number, education, financial matters, medical or employment history, and statements made by or attributed to the individual. In addition, it is the policy of the University to limit access to computer-generated information to those with a “business need to know.”

More precisely, access to password-protected (i.e., administrative information systems which employ access-controls), computer-generated information (including the source documents which serve as the basis for input to those systems), information stored on the system, and access-controlled reports generated from those administrative information systems is permitted to University officers, employees, agents, or volunteers if the access is relevant and necessary in the ordinary course of the performance of their official duties. University officers, employees, agents, or volunteers who properly have access to password-protected, computer-generated information may not disclose that information to others, except to the extent such disclosure is to other University officers, employees, agents, or volunteers, and the disclosure is relevant and necessary to the performance of those others’ official duties.

University personnel who have access to information on the University’s computer systems need to be particularly aware of these limitations and to seek access to information, and disclose information accordingly. Violation of these rules can lead to civil liability and disciplinary actions, up to and including dismissal.

To the extent a University officer, employee, agent, or volunteer receives a request for information and there is any question about whether there is a “business need to know,” or whether the information is public information available under the California Public Records Act, the request should be brought to the attention of the campus’s Information Practices Coordinator (459-2058).

I have read, I understand, and I agree to comply with the rules governing access to information.

Employee Signature

Date

Employee Name (printed)

Employee Identification Number

Records Retention Information:

Information Technology Services
Retention Period: 5 years after separation

† “The Legislature declares that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them.” *California Civil Code*, § 1798.1 (Information Practices Act), Legislative Declaration and Findings (July 1, 1978).

The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) [20 U.S.C § 1232g] and California Educational Code [§ 67100 et seq.].