

## 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](mailto:FLinkHelp@ucsc.edu)
  - Mail Stop: PPDO, 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](mailto:FLinkHelp@ucsc.edu).

**UCSC FacilitiesLink Account Request Form**

REQUEST DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

FAX: \_\_\_\_\_

DIVISION: \_\_\_\_\_

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*)

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).*

**Space and Occupancy Management**

**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](mailto: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:			