

**Facilities Management Electronic Document Repository Access Approval (FORMERLY KNOWN AS M: DRIVE)**

**What:** Facilities Management (FM) maintains a proprietary limited access electronic document repository for storage and retrieval of University facilities record drawings, submittals, equipment manuals and cut-sheets for exclusive use by FM-Staff. Due to the sensitive nature of information contained in the repository, access is authorized upon approval from designated FM-District and Engineering Records staff. Information contained in the repository is for the purpose of facilities design, maintenance, and repair support only.

**Where:** Access the repository via web browser: 1.) Navigate to: facm.umn.edu 2.) Navigate cursor to the “Employees” drop down menu 3.) Click on “FM Records Electronic Document Repository” 4.) Log In with X.500 account

**Important:** INFORMATION OBTAINED FROM THE DOCUMENT REPOSITORY IS NOT TO BE REPRODUCED OR PROVIDED, IN ANY FORM, TO ANY INDIVIDUAL OR ORGANIZATION EXTERNAL TO THE UNIVERSITY FACILITIES MANAGEMENT ORGANIZATION (ENGINEERS, ARCHITECTS, CONTRACTORS, VENDORS, ETC.). IF AND WHEN INFORMATION CONTAINED IN THE REPOSITORY IS REQUIRED FOR DELIVERY/DISTRIBUTION, ONLY ENGINEERING RECORDS IS AUTHORIZED TO PROVIDE REQUESTED INFORMATION. THIS POLICY ENABLES ENGINEERING RECORDS TO SECURELY TRACK SHARED INFORMATION AND PROVIDES UNIVERSITY CUSTOMERS ONE SOURCE FOR FACILITY INFORMATION. FAILURE TO FOLLOW ACCESS PROTOCOL WILL RESULT IN IMMEDIATE CANCELLATION OF AN INDIVIDUAL’S ACCESS AND POSSIBLE DISCIPLINARY ACTION.

**Account Activity:** ALL ACCESS ACTIVITY WITHIN THIS SITE IS LOGGED AND REVIEWED ON A MONTHLY BASIS. ACCOUNTS WITH NO ACTIVITY FOR 180 DAYS WILL BE AUTOMATICALLY DISABLED. ACCOUNTS THAT HAVE BEEN DISABLED FOR MORE THAN 365 DAYS WILL BE DELETED.

Please complete this form and return to Engineering Records via email (cookx075@umn.edu) to initiate repository access.

**Choose Your Department:**

X	Campus Department	X	Campus Department
	East Bank District		Energy Management
	Health Sciences District		FM Design
	North Campus District		U Construction
	West Bank District		CPPM
	St. Paul District		Morris Campus
	Duluth Campus		Crookston Campus

**Individual Requesting Access**

Name:	Signature:
Title/Position:	University Phone:
Campus Email Address:	

**Access Requesting FM Director**

Name:	Signature:
Date:	

**Authorizing Engineering Records Supervisor**

Name:	Signature:
Date:	