

Facilities and Campus Services (FCS)

Institutional Information Access Chart

06/19/2018

Responsible Office: FCS Finance and Information Technology

Facilities and Campus Services Institutional Information Steward: Vice President, Rick Burgess; or designee Kelley Yeomans.

STATEMENT

FCS is committed to protecting its institutional data, as defined by policy 4.12, by managing access and utilizing this data in a manner that is consistent with the need for security and confidentiality. We always assume that FCS data is restricted unless otherwise stated. Therefore, FCS has developed and will maintain clear and consistent procedures for access to FCS institutional data.

By requesting access to FCS institutional data, you acknowledge your custodial responsibilities under University Policies 4.12, Data Stewardship and Custodianship and 5.10, Information Security.

RELATED UNIVERSITY POLICIES

- University Policy 4.12, Data Stewardship and Custodianship
- University Policy 5.1, Responsible Use of Electronic Communications
- University Policy 5.4.1, Security of Information Technology Resources
- University Policy 5.4.2, Security Incidents
- University Policy 5.10, Information Security

DATA CLASSIFICATIONS

- **Public** – Data that is open to anyone
- **Cornell Community** – Data that is available only to the Cornell community. This generally means that access is granted to anyone with a valid Cornell NetID.
- **Restricted** – Data that is available only to specifically authorized individuals with a legitimate interest. This data is regulated by the division.
- **Confidential** – Data that is available only to specifically authorized individuals with a legitimate interest; including federally regulated data.

POLICY INTERPRETATION and CHANGE REQUESTS

All requests for interpretation of this policy and requests for changes to this policy should be made to the Director of Information Technology.

REQUESTS FOR SYSTEM ACCESS TO AN IPP SYSTEM OR DATA

Units requesting system access to an FCS system or data should contact the FCS Director of Information Technology and Business Analytics, Debra Howell, with a business purpose and intended use.

REQUESTS FOR USER ACCESS TO AN IPP SYSTEM

Users requesting access to a system with FCS data, must follow the process associated with the system in the chart below.

[The Computer Help Request Role Management System](#)

System	Primary Contact	Data Class	How to Request Access
Advance Order		Restricted	Submit a Computer Help Request
Agile FleetCommander	Sally Compton	Confidential	Contact Sally Compton for administrative access
Akwire	Lisa Belakour	Restricted	Submit a Computer Help Request
Arc Data Export	Frank Popowitch	Restricted	Submit a Computer Help Request
ArcGIS Server	Frank Popowitch	Restricted	Contact Frank Popowitch
Building Care\BC_104 Key_Inventory	Cindy Lockwood	Restricted	Submit a Computer Help Request
Building Care\BC_104 Employee File	Cindy Lockwood	Restricted	Submit a Computer Help Request
Building Care\BC_104 Equip Inv End & State	Cindy Lockwood	Restricted	Submit a Computer Help Request
Building Care\BC_104 Equip. Repair-Service	Cindy Lockwood	Restricted	Submit a Computer Help Request
Building Care\BC_Current bldg assign	Cindy Lockwood	Restricted	Submit a Computer Help Request
Building Care\BC_Past 104 Employee File	Cindy Lockwood	Restricted	Submit a Computer Help Request
Building System Interruptions	Spring Buck	Restricted	Submit the Role Management System web form
C2CBus - Public	Tammy Lopez	Cornell Comm	N/A – Public
C2CBus - Administrative	Tammy Lopez	Restricted	Submit a Computer Help Request
CCP\EZ_Audit-CCP	Nancy Phelps	Restricted	Submit a Computer Help Request
CCP\FacilitiesContracts	Nancy Phelps	Restricted	Submit a Computer Help Request
Courier & Fleet Complete - Public	Spring Buck	Cornell Comm	N/A - Public
Courier & Fleet Complete - Administrative	Spring Buck	Restricted	Submit a Computer Help Request
CULifts	Carl Hoaglan	Cornell Comm	N/A Public
Customer Service Request Search and Summary	Erin Sill	Restricted	Submit the Role Management System web form
Document Archive	Jane Van Derzee	Restricted	Submit the Role Management System web form
EBS - Utilities Billing	Donna Houseknecht	Restricted	Submit a Computer Help Request
eBuilder	Donna Sutliff	Restricted	Contact Donna Sutliff for access
ECO DMS	Ilene Miller/ Andrew Myers	Restricted	Submit the Role Management System web form
eDNA	Lanny Joyce/Craig Frey	Restricted	Submit a Computer Help Request
Email Building Coordinators	Spring Buck	Restricted	Submit the Role Management System web form
EMCS	Joel Bender	Restricted	Contact Joel Bender for access
Energy and Sustainability homepage management	Vicki Davis	Restricted	Submit the Role Management System web form
EZMax Mobile	Erin Sill	Restricted	Submit a Computer Help Request
Facilities Contact List	Spring Buck	Restricted	Submit the Role Management System web form
Facilities Inventory	Jane Van Derzee	Restricted	Submit the Role Management System web form
Facilities Physical Needs Management System	Jocelyn Becraft	Restricted	Contact Jocelyn Becraft for access

Facilities Services Document Archive Search	Jane Van Derzee	Restricted	Submit the Role Management System web form
FacilitiesContracts	Nancy Phelps	Restricted	Submit a Computer Help Request
FacInv\FIG_Assign Addresses	Jane Van Derzee	Restricted	Submit a Computer Help Request
Find Facility Information - Public	Debra Howell	Public	N/A - Public
Find Facility Information - Cornell	Debra Howell	Cornell Comm	Submit the Role Management System web form
Find Facility Information - Restricted	Debra Howell	Restricted	Submit the Role Management System web form
FIProcess	Jane Van Derzee	Restricted	Submit a Computer Help Request
fs Web Security	Debra Howell	Restricted	Submit the Role Management System web form
Fuelmaster Plus	Sally Compton	Restricted	Contact Sally Compton for administrative access
G2 iMCM/View - Mail Metering	Carl Hoaglan	Restricted	Submit a Computer Help Request
GE Proficy Historian	Bill Richards	Restricted	Contact Bill Richards for access
GE Proficy iFix	Bill Richards	Restricted	Contact Bill Richards for access
Inspect-N-Track	Willie Evans	Restricted	Contact Willie Evans for access
Key Tags	Spring Buck	Cornell Comm	Submit a Computer Help Request
License Plate Recognition	John Durbin	Restricted	Submit a Computer Help Request
Lights Out	Sarah Zemanick	Cornell Comm	N/A - Public
Maintenance Management\OPC Final, Dec.06	Jocelyn Becraft	Restricted	Submit a Computer Help Request
Maximo	Erin Sill	Restricted	Submit a Computer Help Request
Mineral Soft	Sarah Dean	Restricted	Contact Sarah Dean for access
Mobile Eyes	Willie Evans	Restricted	Contact Willie Evans for access
OBIEE	Debra Howell	Restricted	Submit a Computer Help Request
PPE\PPE-Building Codes	Paula Slocum	Restricted	Submit a Computer Help Request
PPE\PPE-Customers	Paula Slocum	Restricted	Submit a Computer Help Request
PPE\PPE-EstimatingLog	Paula Slocum	Restricted	Submit a Computer Help Request
PPE\PPE-Estimators	Paula Slocum	Restricted	Submit a Computer Help Request
Real Estate Information Database	Sarah Dean	Restricted	Submit a Computer Help Request
Rockwell Automation RsLogix 500	Bill Richards	Restricted	Contact Bill Richards for access
Rockwell Automation RsLogix 5000	Bill Richards	Restricted	Contact Bill Richards for access
Rockwell Automation RsView	Bill Richards	Restricted	Contact Bill Richards for access
RSMMeans	Travis Fisher	Restricted	Contact Travis Fisher for access
Sharepoint	Debra Howell	Restricted	Submit a Computer Help Request
Smart Inspect	Darrell Reynolds	Restricted	Contact Darrell Reynolds for access
Smart Load	Darrell Reynolds	Restricted	Contact Darrell Reynolds for access

T2	Amy Ross	Confidential	Contact Amy Ross for administrative access
TMS\BIKEDB	Sue Powell	Restricted	Submit a Computer Help Request
TMS\BIKEDB_2016	Sue Powell	Restricted	Submit a Computer Help Request
TMS\Transportation Inventory	Amy Ross	Restricted	Submit a Computer Help Request
Transportation Dispatch Log	John Durbin	Restricted	Submit a Computer Help Request
Transportation Temp Permits	Amy Ross	Restricted	Submit a Computer Help Request
UMMA	Debra Howell	Restricted	Submit a Computer Help Request
VIM	Cheryl Brown	Restricted	Contact Cheryl Brown for access
XL Reporter	Bill Richards	Restricted	Contact Bill Richards for access