

Dear Requestor,

To provide you with access to the new Archibus 23 Work Order system as a “requestor” we will need the following information to share with our CUNY colleagues who manage the system. That information is:

Full Name:	<input type="text"/>
Office Telephone Number:	<input type="text"/>
Room Number/ Building:	<input type="text"/>
CUNY ID/ EMPLID Number:	<input type="text"/>
Email Address:	<input type="text"/>
Division:	<input type="text"/>
Department:	<input type="text"/>
Supervisor:	<input type="text"/>

Additionally, we will need confirmation (via email) from your Department Chair or Unit/ Division Supervisor, stating that they agree that you should have access to the Facilities Archibus 23 Work Order System, as part of your regular Hunter duties.

Mail completed form to facilities@hunter.cuny.edu

Facilities Service Team