Obtaining access to FAMIS

Various levels of access to FAMIS are available to suit the differing business needs of users. A new user must complete an *Application for FAMIS User ID and Password* form to obtain access.

To complete the FAMIS application form, complete the following steps:

1. The applicant must complete all fields of the *Application for FAMIS User ID and Password* form.

   a) Enter the Government Department name in the Agency Name field.

   b) Enter the client code in the FAMIS Client Code field (if known, e.g. EDUC, HEAL)

   c) Enter new user's full name in the Name field.

   d) Enter new user's job position title in the Position field.

   e) Enter new user's physical location in the Location field (e.g. State Admin Centre)

   f) Enter new user's work phone number (in full) in the Phone field. (e.g.08 123 4567)

   g) Enter new user's work email address in the Email field.

   h) Tick the relevant tick box from one of the following FAMIS function options:

      - Agency User Profiles 1-5.

      - Health Gatekeeper

      - DECD Schools Only

        FM User Profile

      - Hotline

      - Contract Manager (CM)

      Note: Refer to the *FAMIS Functions Defined* section on page 2 of form.

   i) Enter the 5 digit asset number in the Designated Loc. No column (e.g. 12345)

   j) Enter the name of the site/designated location in the Designated Location Name column (e.g. Royal Adelaide Hospital, Adelaide High School etc.)

APPLICATION FOR FAMIS USER ID AND PASSWORD

Government of South Australia
Department of Planning, Transport and Infrastructure

Please complete __all__ fields, then scan and email to business.systems@sa.gov.au

Agency Name: _____ FAMIS Client Code: _____ (*if known*)

Name: _____ Position: _____

Location: _____ Phone: _____

Email: _____

Note: If you require FAMIS training, please indicate by ticking this box - ☐

FAMIS Functions – *refer to next page for definitions*	Agency User Profiles					Health G Kpr	Schools only	FM User Profile		Hotline	CM
Please tick __one__ of these boxes	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	☐	☐	2 ☐	1 ☐	1 ☐
Enquiry of FAMIS data	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Work Request Creation		✓	✓		✓	✓				✓	✓
Modify Accounting Data		✓	✓	✓	✓					✓	✓
Release of Planned Work		✓	✓	✓	✓	✓					✓
Acceptance of Cost Claim			✓	✓	✓		✓				✓
Approval of Cost Claim				✓	✓	✓	✓				✓
Budget Updating											✓
Invoicing by FM									✓		
Tax Invoice Authorisation									✓		

Designated Location (DL) Name & Number/s required (for all agency assets, write "all assets")	
Designated Location	Designated Location Name

To <u>obtain approval</u> for FAMIS, complete the following steps:

1. Obtain signature by the approved delegate for applicant's Agency to complete <u>FAMIS Access Approving Officer Authorisation</u> fields. (**Note**: Contact the Service Desk for a list of delegated FAMIS Access Approving Officers).

FAMIS Access Approving Officer Authorisation:

Sign: _____ Print Name: _____ Position/Title: _____

_____

DPTI Use Only: Date Received: _____ Date sent to IS: _____

User ID: _____

AGFMA Unit Approval: _____

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2. Upon completion, scan and email form to *DPTI Business Systems Service Desk* business.systems@sa.gov.au.

3. Await new <u>user id</u> and <u>password</u> details from the Service Desk.

<u>Note</u>:
Contact the DPTI Business Systems Service Desk on (08) 8343 2850 or email business.systems@sa.gov.au for any further assistance or enquiries.