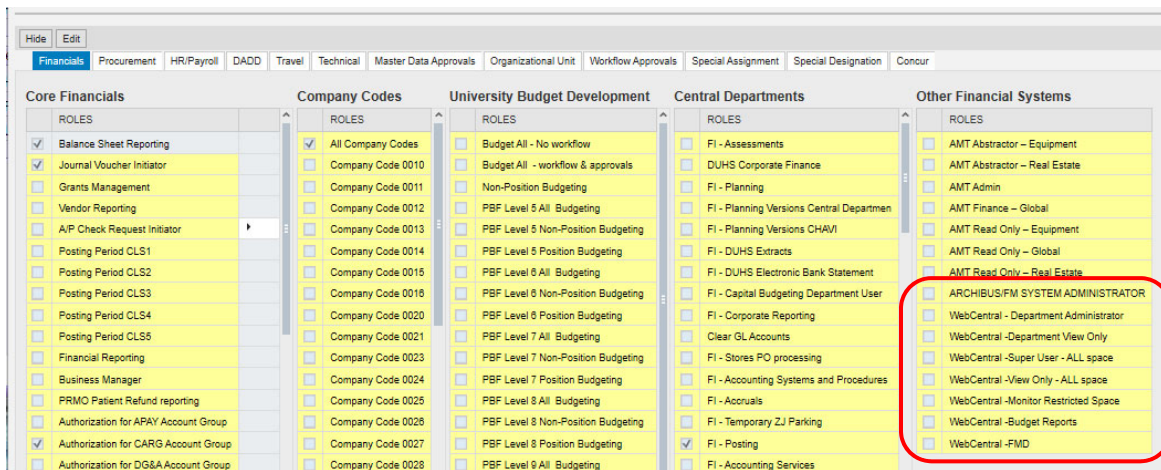


## WebCentral Access Request Process (effective March 2, 2020)

Going forward, all requests for WebCentral access will be required to be submitted via the SAP Security Tool by your Departmental Security Administrator. WebCentral roles to choose from can be seen in the following screenshot of the SAP Security Tool (within the rectangle at the bottom right).



### Primary WebCentral Roles

There are 5 primary WebCentral roles that can be requested. All WebCentral users must have a primary role. These roles include the following:

- WebCentral – Department Administrator – This role allows the user to UPDATE a department’s space and execute reports within WebCentral.
- WebCentral – Department View Only – This role allows the user to VIEW a department’s space and execute reports within WebCentral.
- ARCHIBUS/FM SYSTEM ADMINISTRATOR – This represents Archibus System Administrators. (Restricted to Plant Accounting & FPDC personnel)
- WebCentral – Super User – ALL space – This role allows the user to VIEW and UPDATE all space and execute reports. Access is not restricted to a certain department. (Restricted to Upper Management and not assigned to Departmental Personnel)
- WebCentral – View Only – This role allows the user to VIEW all space and execute reports. Access is not restricted to a certain department. (Not assigned to Departmental Personnel)

\*NOTE – The vast majority of WebCentral users should request either the WebCentral – Department Administrator or the WebCentral – Department View Only role.

### Secondary / Add-On WebCentral Roles

In addition to the primary roles listed above, there are 3 secondary / add-on roles that can also be requested for a small group of WebCentral users. These roles include the following:

- WebCentral – Monitor Restricted Space – This role involves reporting on debt-financed restricted space. (Restricted to Upper Management. User must also have the role of Department Administrator or Department View Only.)
- WebCentral – Budget Reports – This role includes access to Budget Reports for Space Download and History Reports. (Restricted to the University Budget Office & SOM Finance Office. User must also have the role of Super User or View Only.)
- WebCentral – FMD – This role includes access to the FMD Building Report. (Restricted to FMD users. User must also have the role of View Only.)

Any questions regarding this new process should be sent directly to [webcentralsupport@duke.edu](mailto:webcentralsupport@duke.edu).