

WebTMA Access Request

Drexel University
University Facilities
Phone: 215-895-1700
www.drexel.edu/facilities



Date:

New User:

 Yes No

Employee Name:

Phone Number:

Drexel User ID (abc123):

Job Title:

Department (Code and Name):

E-mail Address:

Below section to be completed by your College/Division Business Manager

Business Manager Name:

College/Division:

Default Cost Center:

Does this employee have authorization to submit chargeable work requests to a cost center number?

 Yes No

Does this employee need to view all work orders within a certain building(s) regardless of who requested it, or only view their own work requests?

 All Work Orders Own Work Orders

List the buildings you are requesting access to (only if you selected to view "All Work Orders")

Business Managers Signature

Signature:

Date:

Completed forms can be scanned and E-mailed to facilities@drexel.edu or faxed to 215-895-6754