

<b>SUBJECT:</b> e-Builder Governance	<b>Effective Date:</b> 3/5/19	<b>Procedure Number:</b> FS 2019 FPC0023	
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	<b>Responsible Authority:</b> Director, Facilities Planning & Construction		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to UCF employees and vendors (including contractors and consultants) who use e-Builder.

**PROCEDURE STATEMENT:**

This procedure outlines the creation, management, and deactivation of e-Builder user accounts.

**PROCEDURES:**

1. User accounts

- To create an account, UCF employees will submit a request to [eBuilderadmin@ucf.edu](mailto:eBuilderadmin@ucf.edu), including their name, title, EMPLID, department, and email address. The e-Builder Administrator shall setup UCF employee accounts using the EMPLID as the username, and shall check the Single-Sign-On option.
- Vendors will submit a request to [eBuilderadmin@ucf.edu](mailto:eBuilderadmin@ucf.edu), including their name, job title, company name, and email address.
  - The e-Builder Administrator shall look in the e-Builder global address book to determine whether or not a vendor already has an e-Builder account. If the vendor does have an account, the e-Builder Administrator shall add them to UCF’s e-Builder account.
  - If the vendor does not exist within e-Builder, the UCF e-Builder Administrator will search PeopleSoft for the vendor’s Supplier ID and add the vendor to the database. If the vendor is not in PeopleSoft, they must submit a W-9 form to Procurement Services to become a UCF vendor.
  - If the vendor is an active UCF vendor but is not yet in e-Builder, the e-Builder Administrator shall setup the account using their email address as their username. They will receive a temporary password along with instructions to create a permanent password. e-Builder will send an automatic email to alert the user when the account is ready for use.

2. Logging in

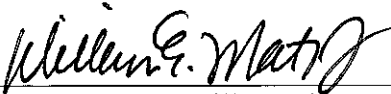
To log into e-Builder, UCF users will navigate to [fp.ucf.edu](http://fp.ucf.edu), click the e-Builder icon, and log in using their NID credentials. Vendors will navigate to <https://www.e-builder.net/> and log in using their assigned username and password.

3. Change management

Change Requests for data fields, page layouts, and processes will be submitted using the e-Builder Change Management Process, and will be evaluated by the e-Builder Administrator.

4. Management of ex users

- Upon being informed that an employee has transferred out of F&S and no longer requires e-Builder access, the e-Builder Administrator will deactivate the employee's account.
- If an employee has access to the test environment and has transferred out of F&S or is no longer employed by UCF, the e-Builder Administrator shall contact e-Builder Support at [support@e-builder.net](mailto:support@e-builder.net) to have the employee's e-Builder account deactivated.
- Vendor account deactivation is not required.

Approved By:	Date Approved:
 Bill Martin Director Facilities Planning & Construction	<u>3/5/19</u>