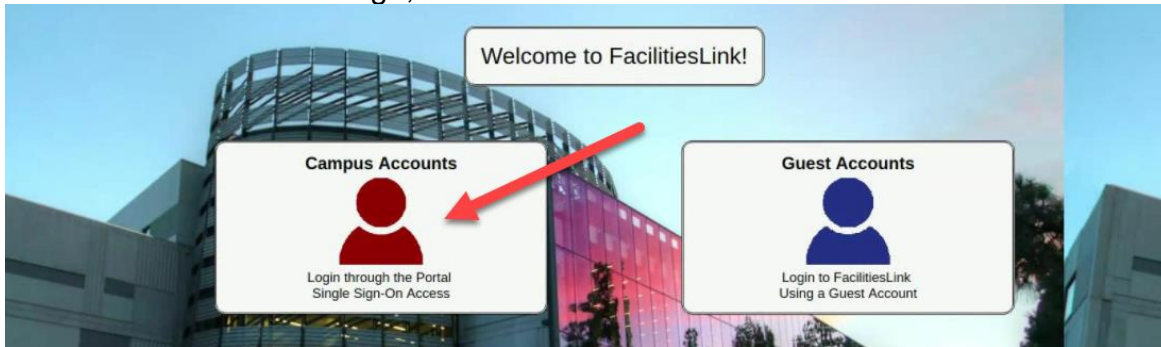


Overview

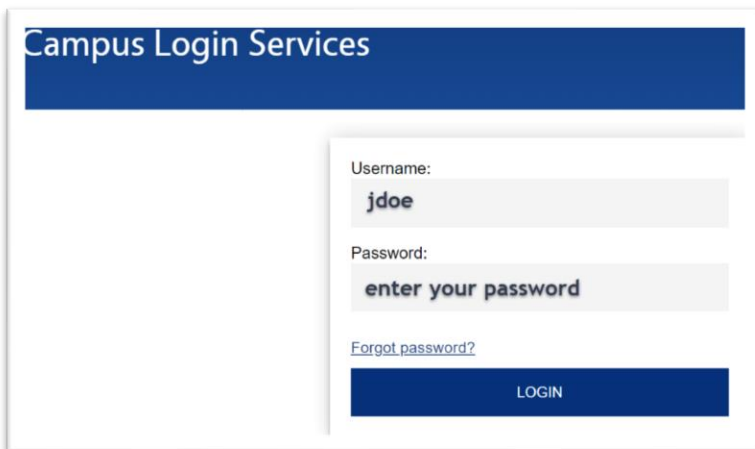
Facilities Link (FL) is a web based database app that allows users to track facilities and space related information for an organization. FL can be used to assign space to a division, a college, a department, and an occupant. To access your Facilities Link Public Dashboard or to submit request for a new account go to the Public Portal page, at: <https://fresnostate.metabim.com/public/Welcome.htm>

Process

1. To view your Facilities Link Public Dashboard, request maintenance, or to request a new account go to the Public Portal page, at: <https://fresnostate.metabim.com/public/Welcome.htm>
2. From the Public Portal Page, Click: **CAMPUS ACCOUNTS**



3. You will need to authenticate using SSO via the Central Authentication Service



4. Once logged in you will be prompted to apply for an account. Type in **USERNAME, PASSWORD, FIRST/LAST NAME**, the page will auto generate fields in blue. (First name Last name and email are required fields.) Click **APPLY**.

Indicates Required

Apply for Account

Access to this website requires an account. Please fill out the form below and click the Apply button. After the application has been submitted, the System Administrator will review your account details and follow-up with login instructions.

Username: * <input type="text" value="jdoe"/>	Type of Account: * <input type="text" value="Public Dashboard"/>	Password: * <input type="password" value="....."/>	Password Again: * <input type="password" value="....."/>
Name and Job Information		Contact Information	
First Name: * <input type="text" value="John"/>	Last Name: * <input type="text" value="Doe"/>	Street Address: <input type="text"/>	Suite / Unit: <input type="text"/>
Job Title: <input type="text"/>	Department: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>
Organization: <input type="text"/>	Additional Notes: <input type="text" value="Enter any additional background regarding the contact, affiliations or associations, best way to contact, etc."/>	Phone Number: <input type="text"/>	Zip Code: <input type="text"/>
		Alternate Phone: <input type="text"/>	Email Address: * <input type="text"/>

5. Review the Terms of Use Agreement and **AGREE** or **DECLINE**.

Terms of Use [jdoe]

Access to Fresno State is governed by this Terms of Use Agreement, covering account security, responsible use, non-disclosure and limited liability. Please review the conditions below and agree or decline.

Account Security. I agree to keep my account credentials secret. It is a violation of the *Terms of Use* to share passwords or enable others to use the system under my login. I understand that all activity on the system is logged and audited, and that access to the system may be terminated at any time without cause or notification.

Liability Waiver. While efforts are made to keep information as current and free of errors as possible, and to repair software defects, no representations or warranties are made as to system performance or accuracy of information. I waive any claims against the system operators and assume all risks from use of the system and its data.

Responsible Use. I agree to use the system in a responsible manner, for authorized business purposes only. I understand that some of the information maintained on the system may be sensitive or confidential in nature, and should be maintained as such. I understand that the aggregation, sale or transfer of information on the site is prohibited.

Non-Disclosure. I agree to maintain technical information about the system in confidence, including user interfaces, program designs, and storage architectures. I understand that reverse engineering or copying elements of the system without permission is expressly prohibited and violates intellectual property and copyright laws.

6. Facilities Link will email a request to confirm your account application.

Application Received [jdoe]

PENDING

A new Public Dashboard account application has been received. An email has been sent to your email address requesting confirmation that you submitted this application. Please check your email inbox and follow the instructions in the email.

John Doe

Email: [redacted]@mail.fresnostate.edu

Phone: [redacted]

Mobile: N/A

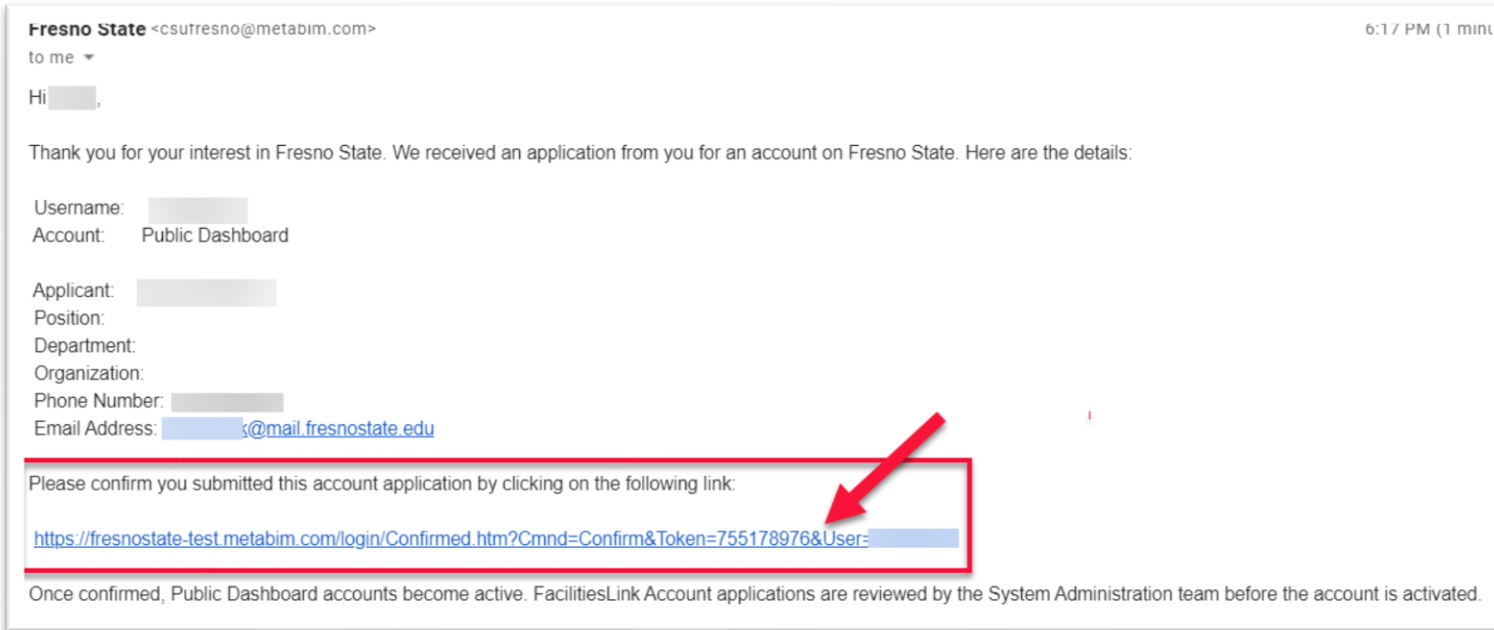
Other: N/A

Notes:

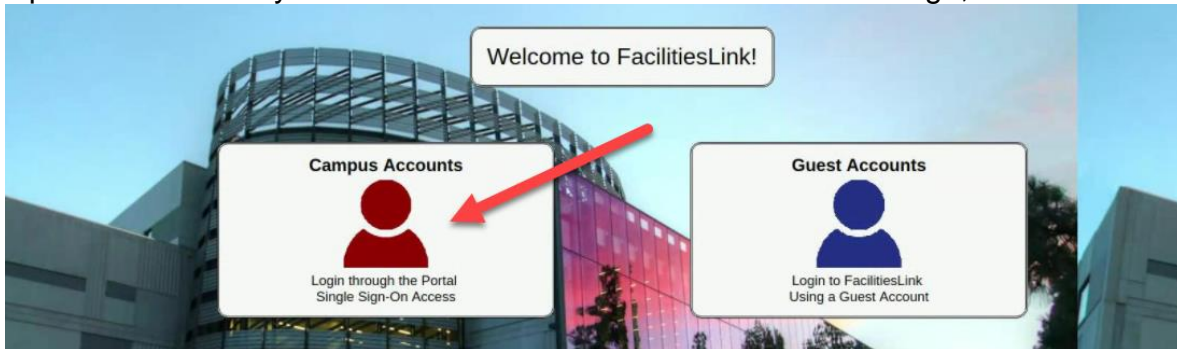
Next Step: Confirm Application

Check your e-mail inbox for a message from Fresno State containing instructions on how to confirm your Account Application. The email message contains a link back to the MetaBIM Database to confirm the application. Click on the link to proceed...

7. From your email, confirm your account by Clicking on the link provided.



8. Upon confirmation you will be routed back to the Public Portal Page, Click: **CAMPUS ACCOUNTS**



9. You should now see this page.

