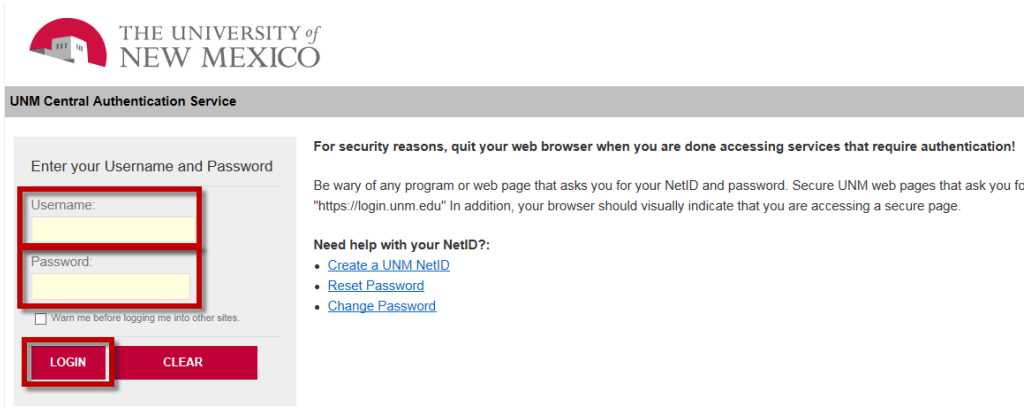
CAPITAL & SPACE STRATEGIES

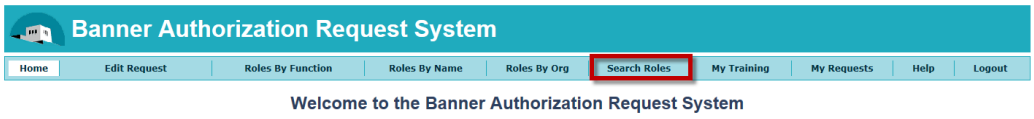
FAMIS Access Instructions (UNM Banner Authorization Request - BAR)

1) Open up your web browser and type in the URL https://bar.unm.edu/

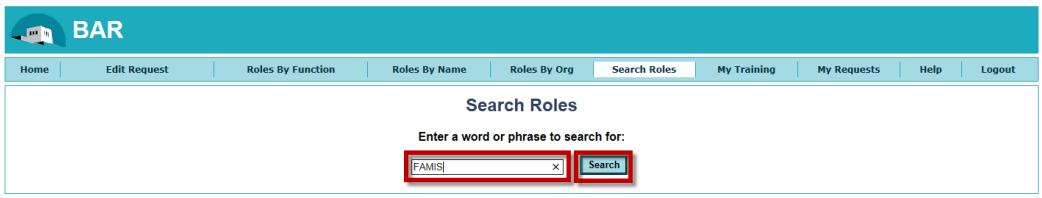
2) Log-In using your UNM NetID and Password



3) Click Search Roles

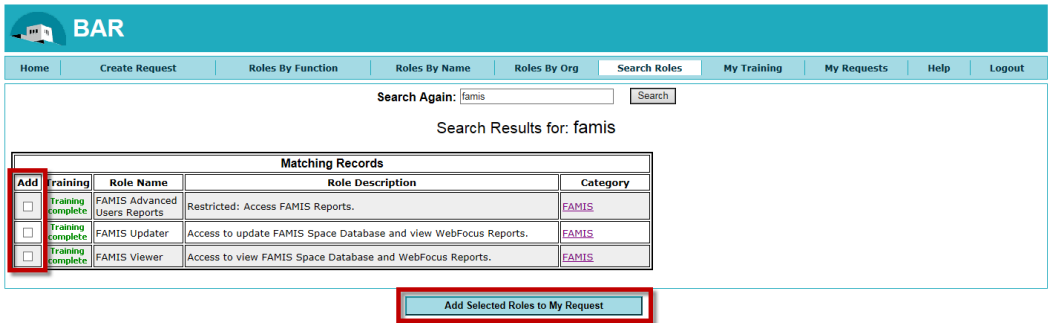


4) In the search prompt type FAMIS and click the SEARCH button



5) Under Matching Records in the Add column, Click the Check Box for the role(s) needed.

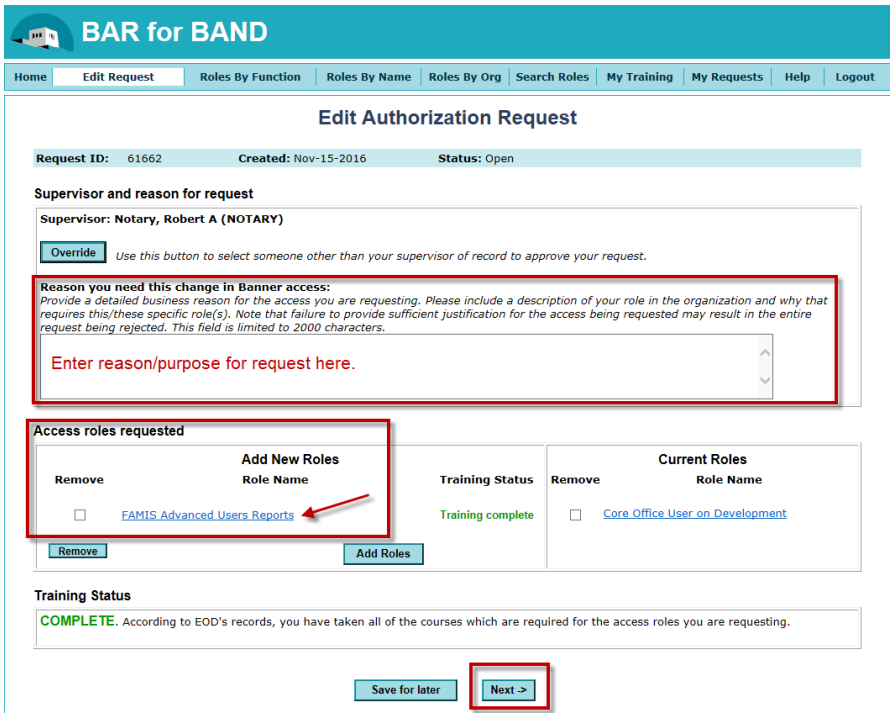
Once selected click the “Add Selected Roles to My Request”.



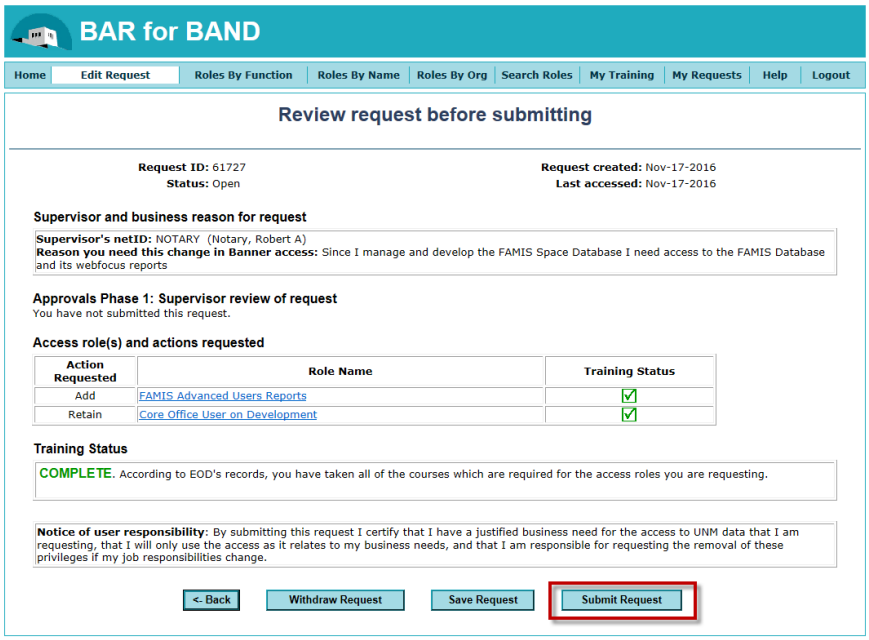
6) Type in the reason for your request to access FAMIS in the empty box under “Reason you need this change in Banner access”.

   Verify the “Access roles requested”.

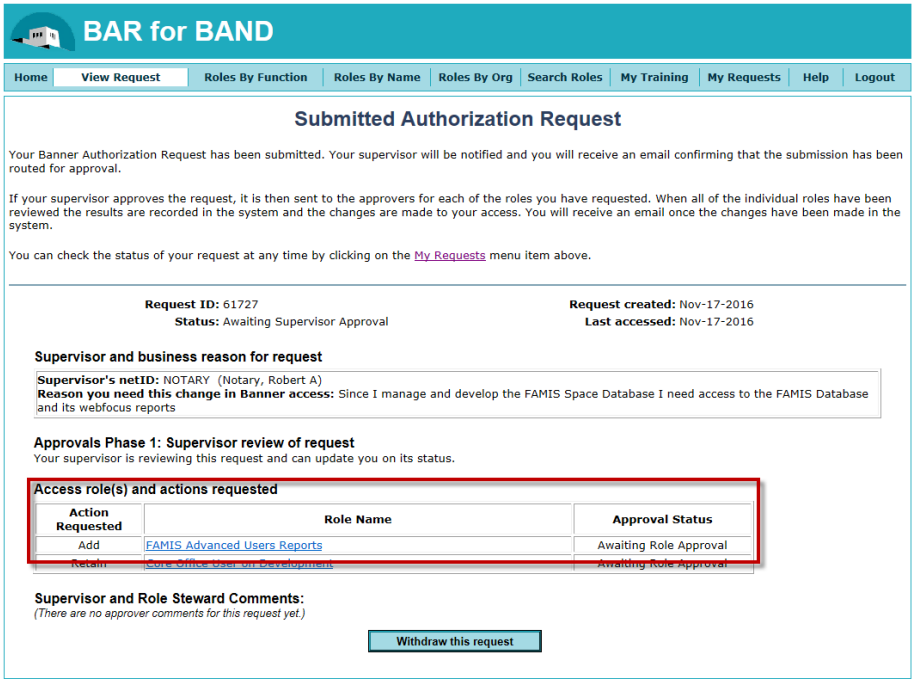
   Click the “Next” button.



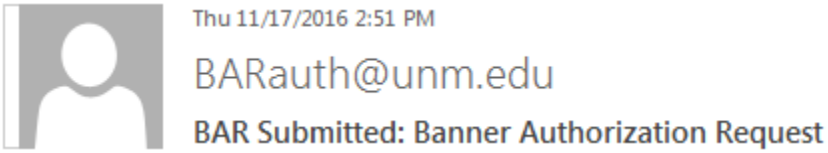
7) Review the request for accuracy. Click “Submit Request”.



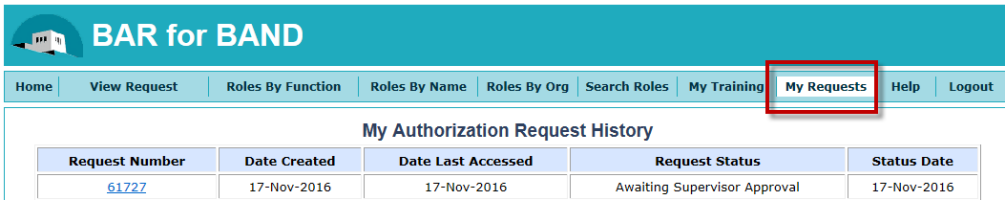
8) You should then see the "Submitted Authorization Request" screen with your request.



9) You will receive an email from BARauth@unm.edu with your request information.



Your Banner Authorization Request has been submitted as defined below. It is now waiting on your supervisor's approval. An email will be sent to you when your supervisor has reviewed and acted on the request.

If approved by your supervisor, it will be directed to the appropriate administrative authorities for review and action. A final email will be sent to you when the request has been completely reviewed and acted on.

10) You can review your request by going to the BAR and clicking on “My Requests”.