

## Requesting **FABweb** Access

If you do not have access to **FABweb**, follow these steps to request access.

Step	Task
1.	Open a web browser (such as <b>Internet Explorer</b> ) and go to the following address: <a href="https://fabweb.uillinois.edu/dsp_AuthInfo.cfm">https://fabweb.uillinois.edu/dsp_AuthInfo.cfm</a>
2.	Type your <b>ID</b> and <b>Password</b> in the appropriate fields.
3.	Click the <b>Login</b> button. The <b>FABweb Request Authorization</b> window will display. (see <i>Figure 1</i> below)
4.	Complete all fields of the form, including your six-digit department Organization code. Note that you can fill out a request for yourself or for someone else.
5.	Click the <b>Continue</b> button.
6.	If successful, the <b>Request Authorization</b> window will show a message stating that further instructions will be sent to the e-mail address given. (see <i>Figure 2</i> on the next page) Follow the directions in the email. The user will receive notification when access has been completed.

Figure 1: Request Authorization window

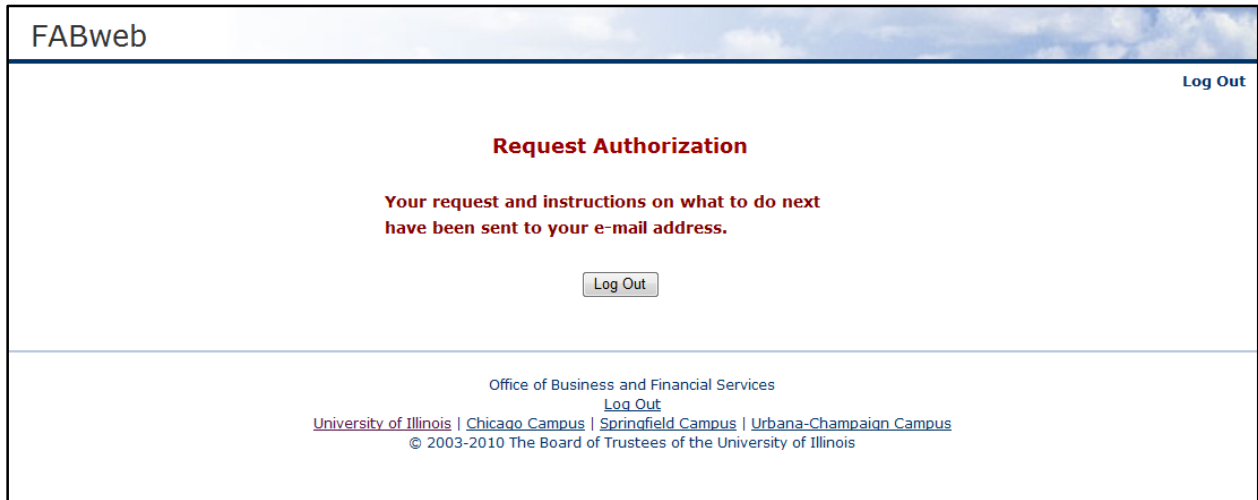


Figure 2: Request Sent window

Once you have access to **FABweb**, you will be able to view and update equipment records for the Chart and Organization code(s) for which you have security access. You will also be able to initiate or approve transfer requests and disposal requests for your Chart and Organization.