



Service Requestors: Planon Access Request Form

Enterprise Maintenance Management System (EMMS)

Planon is UBC's Enterprise Maintenance Management System (EMMS).

Please complete this form if you are a UBC staff member who submits Service Requests for building and grounds maintenance and/or customer-funded requests.

SECTION 1: Requestor Information	
Name:	CWL Username:
Employee ID:	Department:
Title/Position:	Email Address:
Date (MM/DD/YY):	
SECTION 2: Select Access Required	
<input checked="" type="checkbox"/> Service Requestor	
SECTION 3: Manager or Supervisor Information	
Name:	Department:
Title/Position:	Email Address:
Date (MM/DD/YY):	
SECTION 4: Instructions to Submit the EMMS (Planon) Access Request Form	
<p>To complete the Planon access request process:</p> <ol style="list-style-type: none"> 1. Requestor submits this form to UBC IT Service Centre via the Self-Service Portal. 2. Login to https://ubc.service-now.com/selfservice 3. Click on "Request a Service" → Click on "Request Application Access": <ul style="list-style-type: none"> ➤ General Application is "Enterprise Systems Support" ➤ Type of Enterprise System is "EMMS (Planon)" 4. Attach this form. 5. When approved, requestor and their manager or supervisor will receive an email notification indicating the requestor is able to access Planon. 	