

## **ACCESSING DoR DOCUMENTS**

Division of Responsibility (DoR) documents are available for the majority of buildings on the Urbana-Champaign campus. Access to these DoR documents is restricted and must be authorized by a Dean, Director or Department Head.

The Dean, Director, or Department Head of a College, Unit, or Department or his/her designee should be the Primary Contact. A Primary Contact will be able to grant or remove user access while Secondary Contacts will be able to view DoR documents.

A *DoR Access Consent* form must be submitted for the Primary Contact and to provide the names and other required information for Secondary Contacts who will be given access to the DoR documents for a specific building. Primary and Secondary Contacts must be designated for each building the College, Unit, or Department occupies.

Completed forms should be returned to the F&S Division of Responsibility Coordinator. Either electronic signature(s) or wet signature(s) with a scanned document may be submitted.

### **Access DoR documents via the my.FS portal:**

1. Login to the my.FS portal at <http://my.fs.illinois.edu>
2. From the left menu, select "Division of Responsibility".
3. From the pull-down menu in the center of the screen, select a building for which you are authorized to see the DoR document.
4. The DoR document should appear.

### **DOR User Maintenance**

Primary Contacts can add or remove Secondary Contacts in the "DOR User Maintenance" tab at the top/left of the screen.

1. Select building from the pull-down menu.
2. Select the "+" or "X" to add or remove a Secondary Contact.
3. Enter the contact's NetID and click "Search".
4. Verify the correct contact information is displayed, and click "Save".

**Note:** The DoR document accessible via the my.FS portal will contain a building's Exception sheet or Asset Clarification sheet. The policy and general division of responsibility for maintaining buildings can be found in [Campus Administrative Manual](#) section VI.

Questions or comments can be addressed to:  
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