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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