




# Agency Access Coordinator

## User Manual Cheat Sheet



**GEORGIA BUILDING  
AUTHORITY**





Sign in to continue to Ghost Guard Security

Remember me

**SIGN IN**

[Forgot password?](#)

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## 1. Login

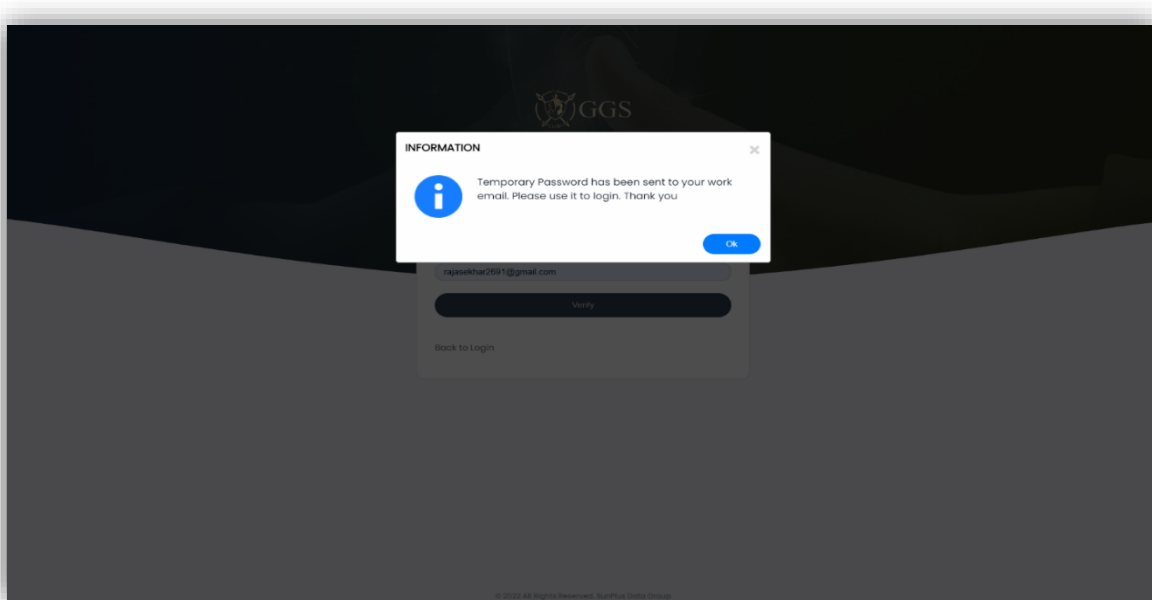
- **Website URL**
  - <https://gba.ghostguardsecurity.com/>

## 2. Credentials

- Enter email address in the **User ID** textbox
- Enter password in the **Password** textbox
- Click on **Sign In**

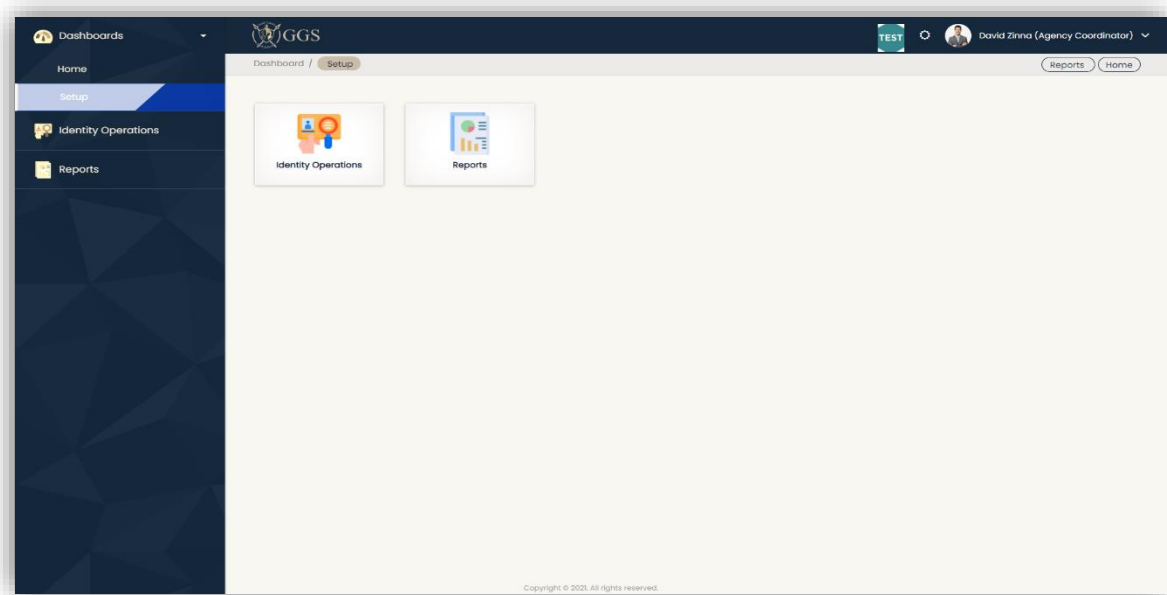
## 3. Forgot Password

- Forgot Password? GGS will allow you to get the same through mail
- Click on the “**Forgot Password?**” link
- Enter configured Email Id in the “**Email**” textbox and click on Verify



## 4. Default Landing Page

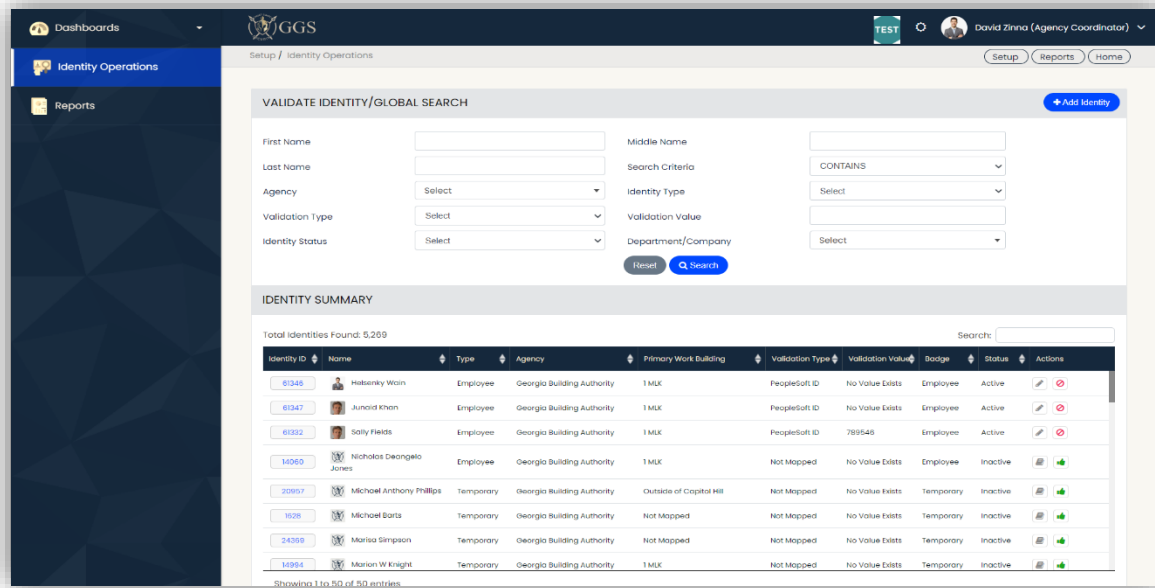
- Navigates To - Setup Page







- Click on Identity Operations on Setup Page
- Application will navigate the user to Identity Operations Page
  - Identity Operations Page will be displayed with the **Criteria of Agencies Mapped to User**
  - As logged in user is mapped to “**Georgia Building Authority**”, so the respective user can be able get the respective Identities

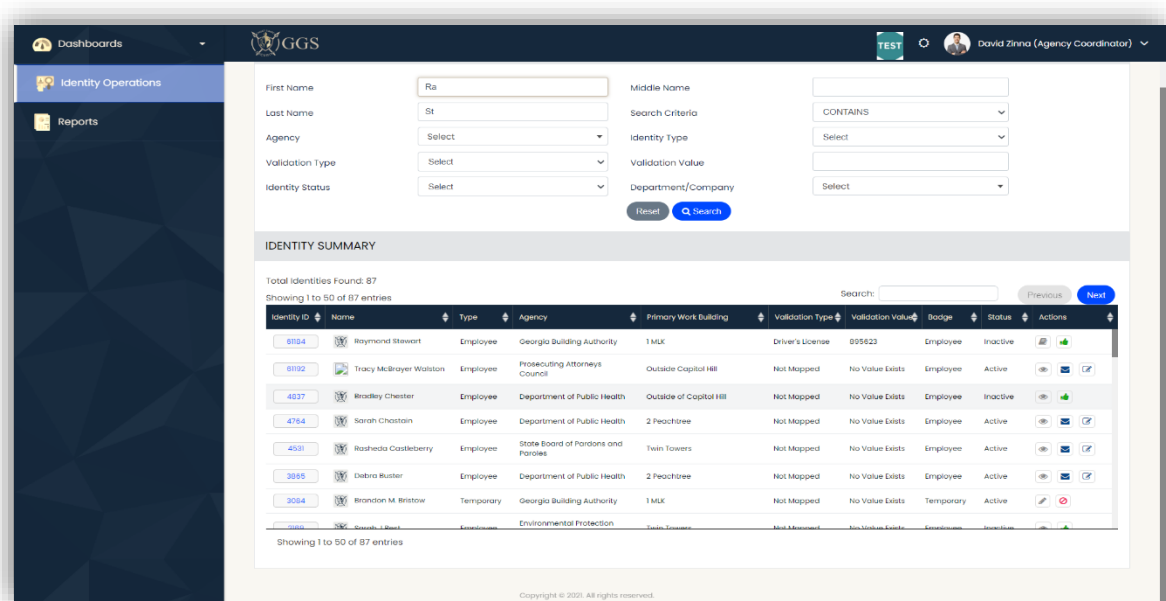
## 5. Identity Operations

- Navigates To – Identity Operations Page



- **Page Definition:**
  - Identity Operations Contains Two Parts
    - **Part 1:** Validate Identity/Global Search
      - **Definition:** Validates the Identity with given inputs based on AND/OR Condition
    - **Part 2:** Identity Summary
      - **Definition:** Displays the Identity Summary Data based on Agency(s) mapped to Logged in User
      -  - Edits the Identity Details of Selected record
      -  - Deactivates the Identity
      -  - View Details of Identity – Read Only
      -  - Rehire Identity
      - **Identity Id** – Pops up the Identity View Details
  - **Note:**
    - By default, Search Criteria will be selected as CONTAINS

## A. Search Identity



- **Search Definition:**
  - Displays the Identity Summary Data based on Input(s) given by User concerning AND Condition
  - Search result displayed to the user will be Global (across all the agencies, who are matched with exact input(s))
  - 👁 - Views the Identity Details of Selected record
  - 🚫 - Requests the respective Agency Coordinator to Deactivate the selected Identity
  - 📄 - Assign the Access Roles of other Agency Identity
  - 📖 - View Details of Identity – Read Only
  - 🍀 - Rehire Identity

## B. Add Identity

- GGS will allow the User to add Identity only when the application performs the validate check with the given input(s). If there is no identity Matched with the given details, then only Validate Identity Icon details will be enabled
  - Enter **First Name** as **“Robert”**
  - Enter **Middle Name** as **“Peter”**
  - Enter **Last Name** as **“Jack”**
  - Click on **“Search”**

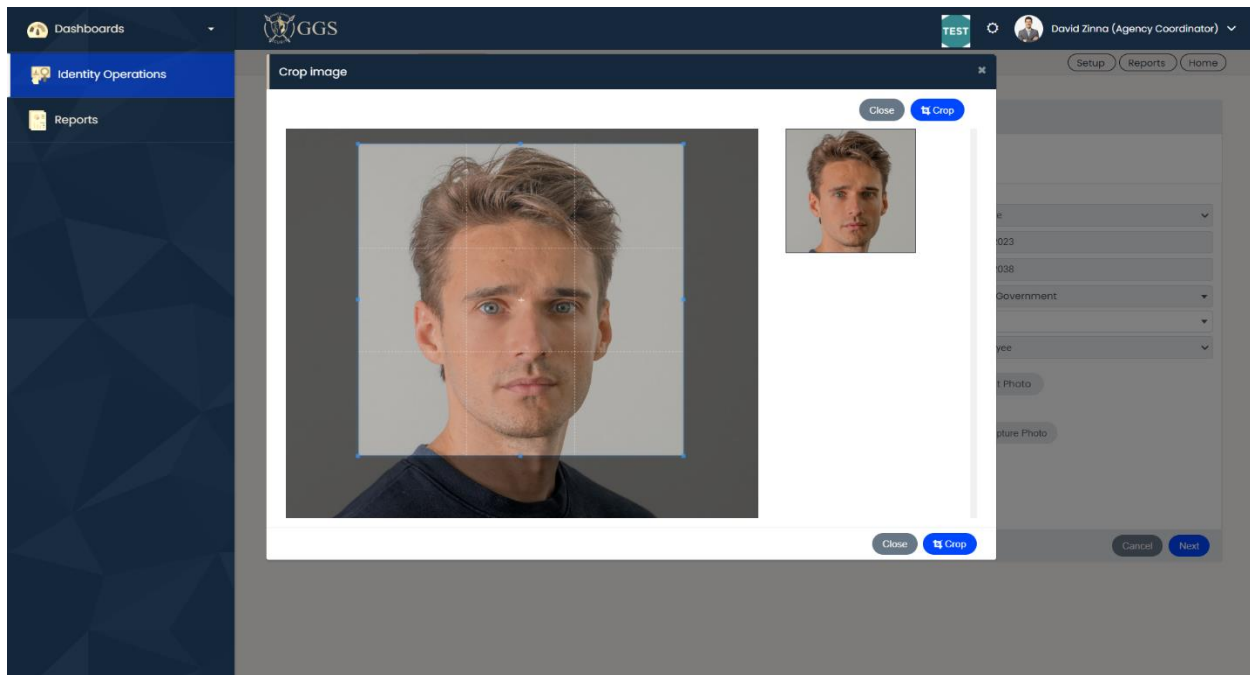
- As no results were available with given Inputs, so the **“Add Identity”** Button will be Enabled  
Click on the **“Add Identity”** button to add the Identity Details

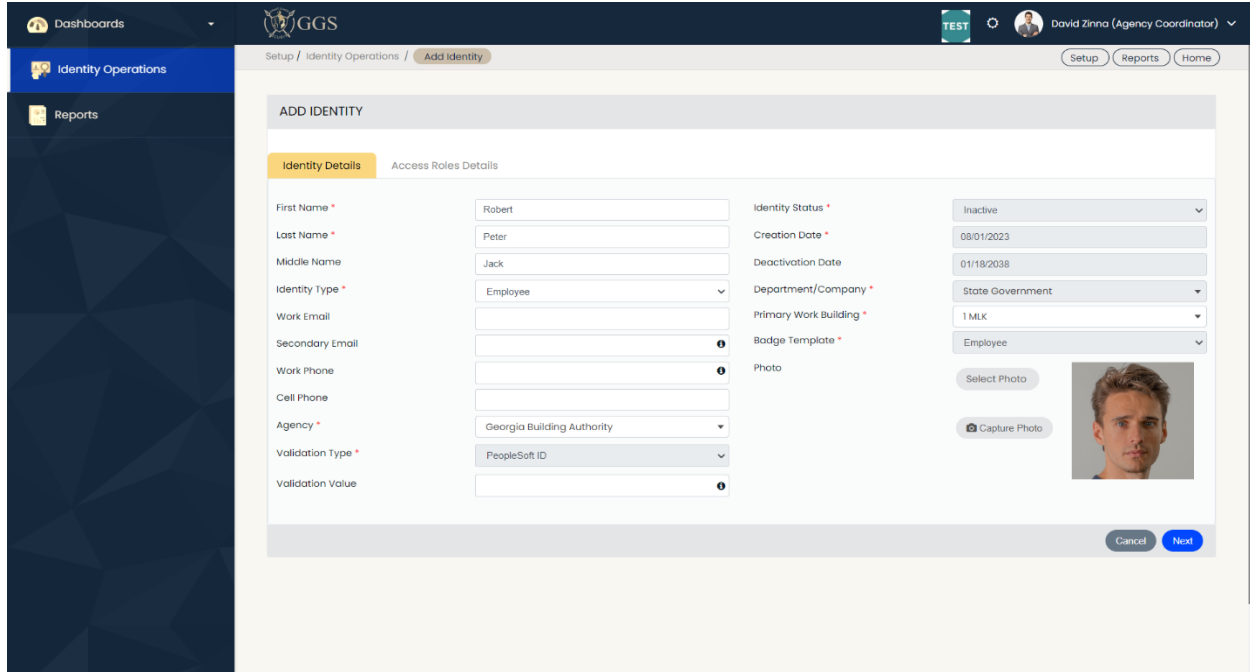
## 1. Identity Type Selection - Non-Employee

- Department/Company selected will not be selected
- Access Roles will be Populated based on the selection of Identity Type and Selected Agency Validation Type will be selected as **“Driver’s License”**
- If Deactivation Date is Configured to Identity Type then GGS will display the Configured date, if not then **“01/18/2038”** will be populated
- If any Default Access Role(s) mapped to Identity Type, then by default Access Roles will be populated in Access Roles Tab
- Continuing to add an Identity with Identity Type as **“Employee”**
- Select Primary Building
- Image Upload can be two types
  - ✓ Image Upload
  - ✓ Capture Image

## 2. Image Upload

- Click on Select Photo
- Crop the Image in the displayed Popup and Click on Crop
- Cropped Image will be displayed on Add Identity Page
- Click on **“Next”** on the Identity Details Page to Navigate Access Roles Details Tab





ADD IDENTITY

Identity Details | Access Roles Details

First Name \* Robert

Last Name \* Peter

Middle Name Jack

Identity Type \* Employee

Work Email

Secondary Email

Work Phone

Cell Phone

Agency \* Georgia Building Authority

Validation Type \* PeopleSoft ID

Validation Value

Identity Status \* Inactive

Creation Date \* 08/01/2023

Deactivation Date 01/18/2038

Department/Company \* State Government

Primary Work Building \* 1 MLK

Badge Template \* Employee

Photo

Select Photo

Capture Photo

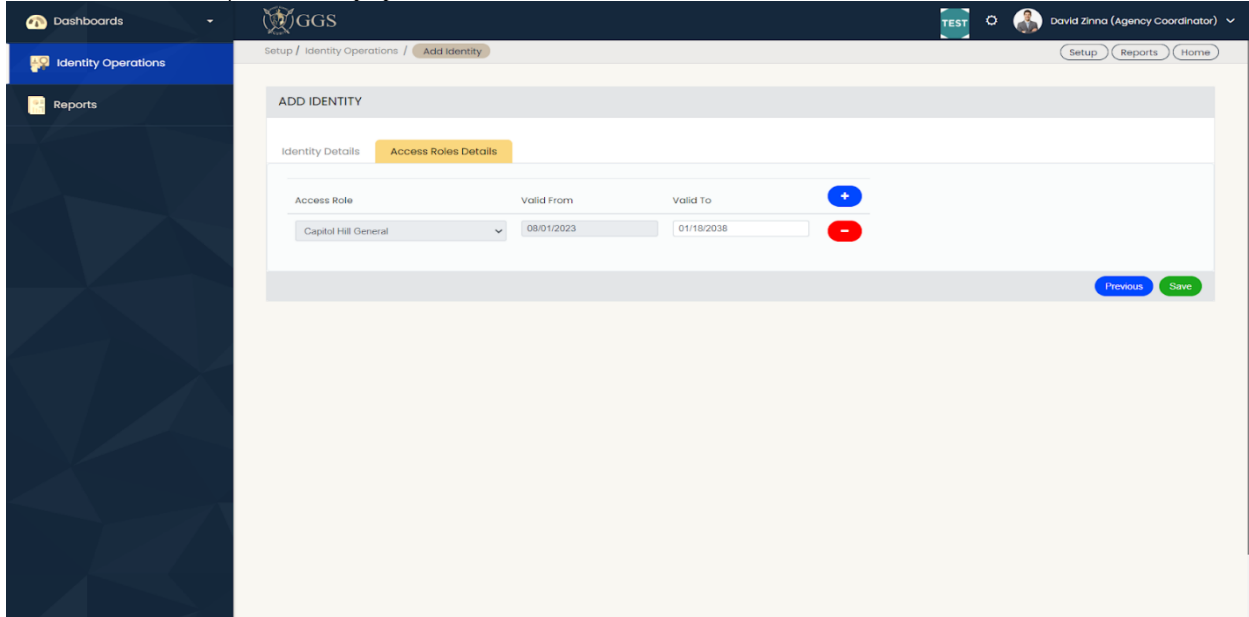
Cancel Next

- Click on **“Next”** on the Identity Details Page to Navigate Access Roles Details Tab

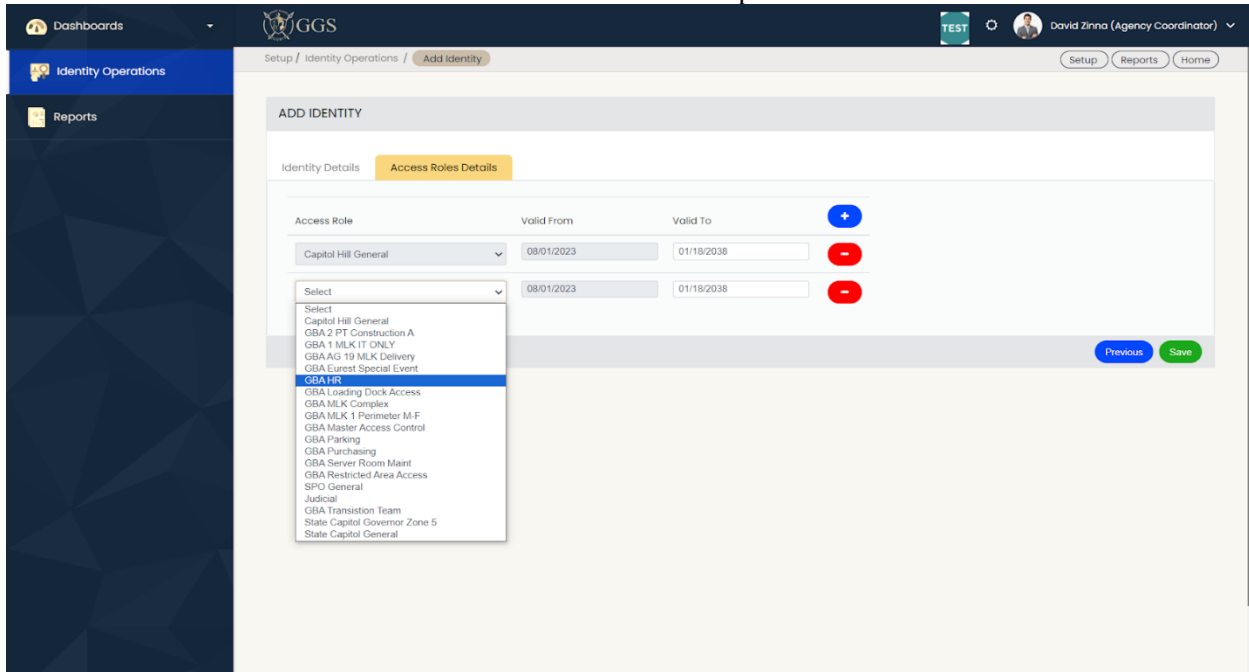


## C. Access Roles Assignment

- If the Identity type is selected as “Employee” then non ‘/T’ Access Roles will be populated
- If the Identity type is selected as “Temporary” or “Contractor” then Access Roles with ‘/T’ will be populated



- Click on Add Button to add multiple Access Role
- Click on the Delete button to remove the respective Access Role



- Click on the Save button to Add Identity with Given Details
  - Newly Added Identity will be displayed as the first record in the summary table
  - A New Card Request for the respective Identity will be indicated with the Reject icon in the “My Submissions” of the Pending Approval Dashboard Page

## D. Identity Added in GGS

The screenshot displays the 'VALIDATE IDENTITY/GLOBAL SEARCH' form and the 'IDENTITY SUMMARY' table in the GGS Agency Coordinator interface.

**VALIDATE IDENTITY/GLOBAL SEARCH Form:**

- First Name:
- Middle Name:
- Last Name:
- Search Criteria: CONTAINS
- Agency: Select
- Identity Type: Select
- Validation Type: Select
- Validation Value:
- Identity Status: Select
- Department/Company: Select
- Buttons: Reset, Search, Add Identity

**IDENTITY SUMMARY Table:**

Total Identities Found: 5,272

Identity ID	Name	Type	Agency	Primary Work Building	Validation Type	Validation Value	Badge	Status	Actions
61360	Robert Jack Peter	Employee	Georgia Building Authority	1 MK	PeopleSoft ID	No Value Exists	Employee	Inactive	
61359	Mark Wilson	Employee	Georgia Building Authority	1 MK	PeopleSoft ID	MARK	Employee	Active	
61346	Helsenky Wain	Employee	Georgia Building Authority	1 MK	PeopleSoft ID	No Value Exists	Employee	Active	
61357	Jason Voorhees	Employee	Georgia Building Authority	2 Peachtree	PeopleSoft ID	No Value Exists	Employee	Inactive	
61247	Junaid Khan	Employee	Georgia Building Authority	1 MK	PeopleSoft ID	No Value Exists	Employee	Active	
61332	Sally Fields	Employee	Georgia Building Authority	1 MK	PeopleSoft ID	789546	Employee	Active	
14060	Nicholas Deangelo Jones	Employee	Georgia Building Authority	1 MK	Not Mapped	No Value Exists	Employee	Inactive	
20957	Michael Anthony Phillips	Temporary	Georgia Building Authority	Outside of Capital Hill	Not Mapped	No Value Exists	Temporary	Inactive	

Showing 1 to 50 of 50 entries

## 6. Home - Dashboards/Home-My Submissions

### A. New Card Request Addition in My Submissions

- **Path:** Dashboards/Home-My Submissions
  - - Reject Request
  - - Views the Request Details of Selected record

The screenshot displays the 'Pending Approval Dashboard' in the GGS Agency Coordinator system. The dashboard includes a navigation sidebar on the left with options for Home, Setup, Identity Operations, and Reports. The main content area shows a table of requests with columns for Work Item, Id, Name, Type, Submitted on, Status, and Approved/Rejected By. The first row shows a 'New Card Request' for Robert Peter, which is currently 'Pending' and was submitted on 08/01/2023. The table also lists several other requests that have been 'Approved' by GGS Admin or Willy Rich.

Work Item	Id	Name	Type	Submitted on	Status	Approved/Rejected By	Actions
New Card Request	61360	Robert Peter	Employee	08/01/2023 4:37:43 AM	Pending	David Zinna	
Replace a Card Request	61359	Mark Wilson	Employee	07/31/2023 7:48:47 AM	Approved	GGG Admin	
New Card Request	61359	Mark Wilson	Employee	07/31/2023 7:44:17 AM	Approved	GGG Admin	
New Card Request	61352	Sally Fields	Employee	07/14/2023 1:33:55 PM	Approved	GGG Admin	
Replace a Card Request	61348	Macdormott Dean	Employee	07/14/2023 12:28:22 PM	Approved	GGG Admin	
Replace a Card Request	61348	Macdormott Dean	Employee	07/14/2023 12:28:32 PM	Approved	GGG Admin	
Identity Deactivate Request	61325	George Will	Employee	07/14/2023 3:02:18 AM	Approved	Willy Rich	
Access Permissions	61348	Macdormott Dean	Employee	07/13/2023 11:01:16 AM	Approved	Willy Rich	

## B. Update Access Role for an Identity

- Select an Identity in Identity Operations and click on the icon
- Navigate to the Access Roles Details tab
- Click on Add Icon to add the Access Roles
- Click on Remove Icon to remove the Access Roles

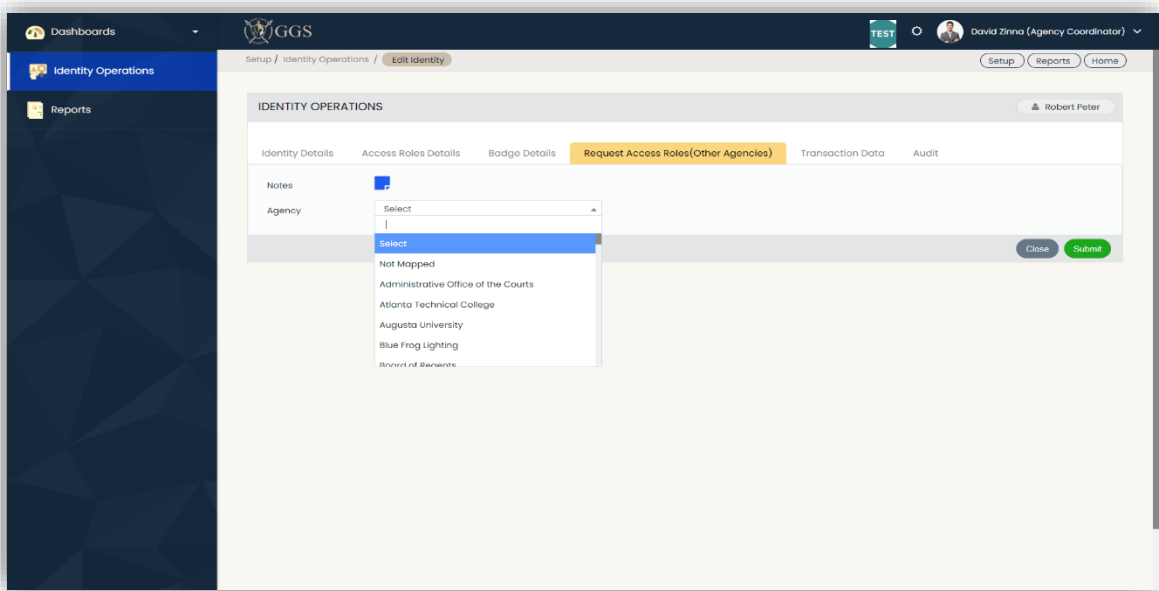
### Notes

- Access Roles will be populated based on the selection of Identity Type and Agency while adding an Identity
- Once the user clicks on Save then Access Roles will be updated in GGS and ACM

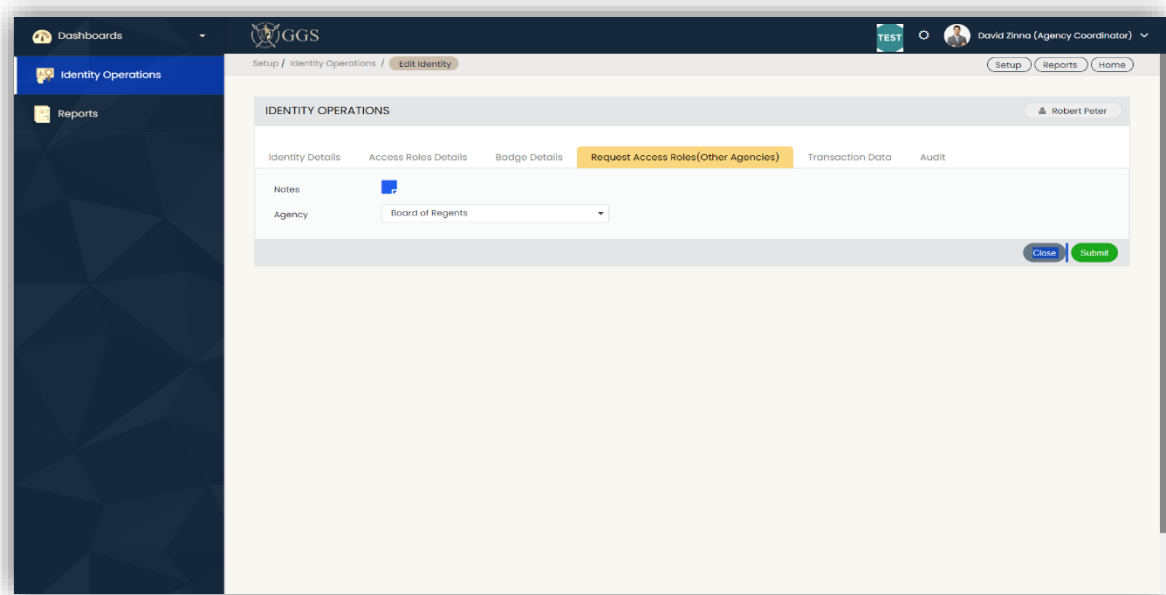
## C. Request Agency Access Roles of another Agency

### 1. Identity Operations - Request Agency Access Roles

- Select an Identity in Identity Operations and click on the icon
- Navigate to the Request Access Roles (Other Agencies) tab
- In this Tab Agencies list populated in Agency dropdown are the agencies which do not have access to the logged-in user



- Select an Agency and Click on Submit



- Once the user Submit the Request, the following action will perform
  - A new “**Access Permissions Request**” against Identity and the same will be forwarded to the requested Agency’s Coordinator for approval
  - A record will be displayed in the “**My Submissions**” tab of the Home Page

## 2. Approve Agency Access Roles Request from another Agency

- **Test Data**

User ID	Password	Role	Agency
<XXXXXXXX>	<XXXXXXXX>	Agency Coordinator	Board Of Regents

## 3. Login for Approval

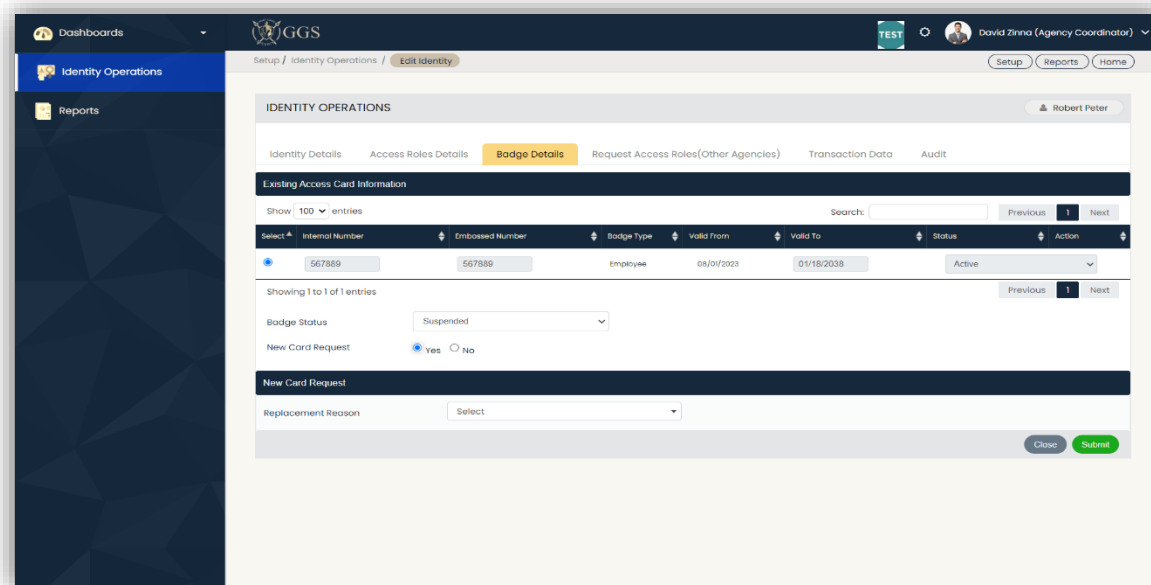
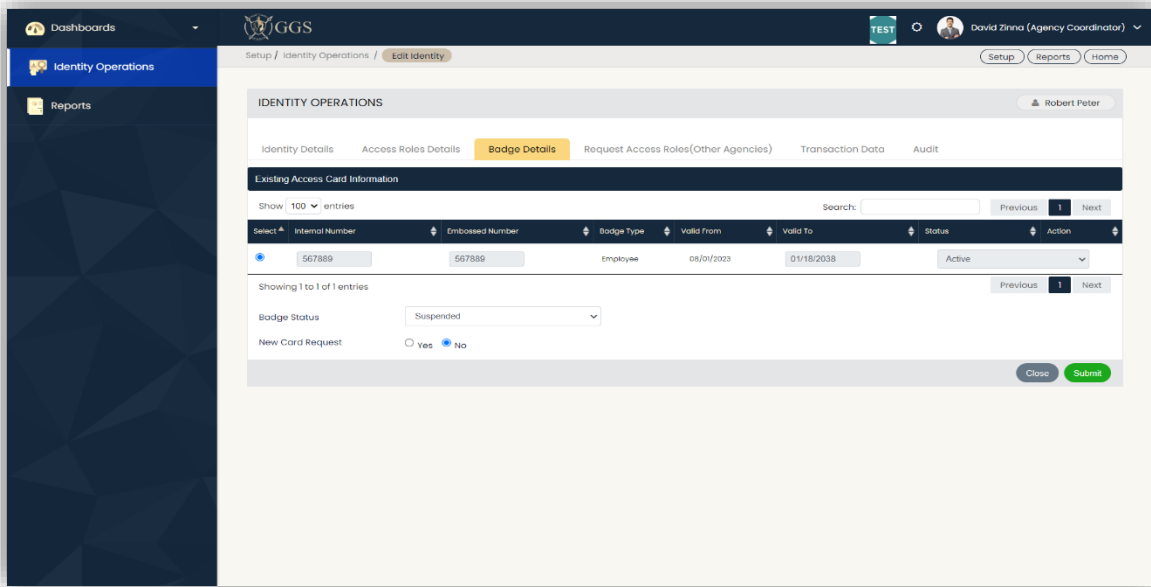
- Login to the GGS application
- Go to Home - Dashboards/Pending Approval
- Click on “**View**” to navigate to the respective Page of the Request

## 4. Approve or Reject Permissions Request from Another agency

- Click on “**Approve or Reject**” to navigate to the respective Page of the Request
- Once the user clicks on the “**Approve or Reject**” button, the Application will display the list of Access Permissions based on Identity Type and Selected Agency
- Select Access Role (s) to be Assigned and Click on Approve and Save

## D. Request for Replacement Card of an Identity

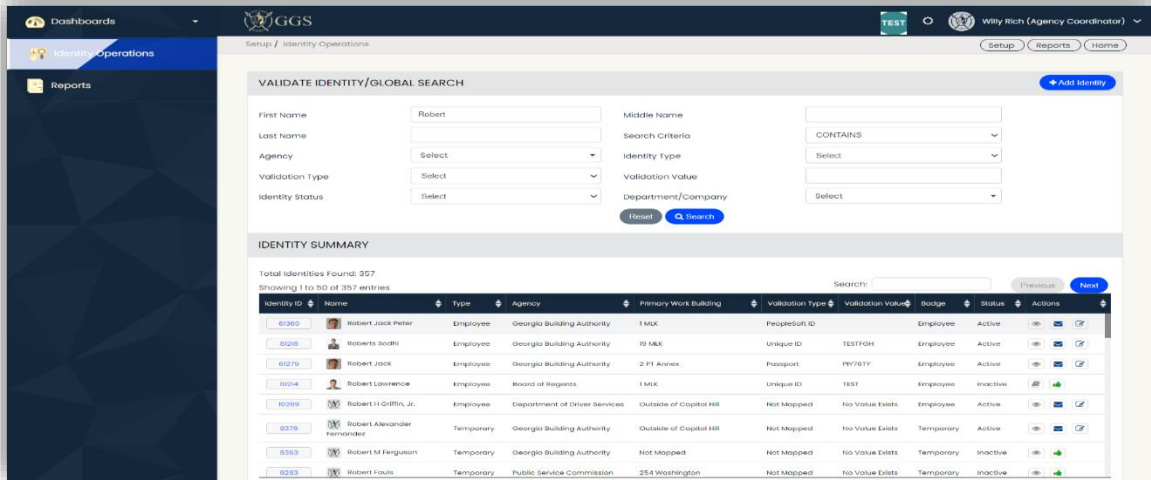
- Select an Identity in Identity Operations and click on the icon
- Navigate to Badge Details Tab and Application will display the Existing Badge details in Existing Access Card Information and Select “**Yes**” radio button for the “**New Card Request**” field



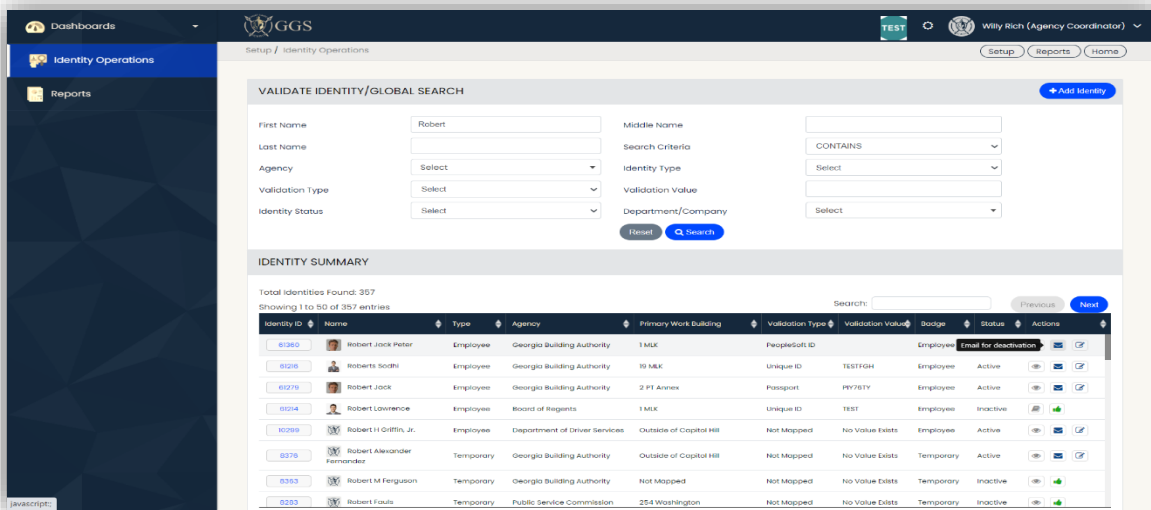
- Select a Replacement Reason Request and click on Submit
- Once a Request is Submitted a “**Pending**” request will be forwarded to “**Badge Administrator**” for Approval
- In the Edit Identity details for Badge Details tab the above message will be displayed to user
- Existing Badge Details will be Suspended in GGS and ACM as well
- A New Replace a Card Request updated in Dashboards/Home – My Submissions Tab

## E. Employee Deactivation Request Creation

- Navigate to “**Identity Operations**” and “**Search**” with inputs



- - Requests the respective Agency Coordinator to Deactivate the selected Identity



- Click on “**Email for Deactivation**”
- Once the user Enters “Notes” and clicks on “Send Email to Agency Coordinator” button and confirms by clicking on “Yes”, the Application will send an Email to the respective Agency’s Coordinator for Deactivation
- An “**Identity Deactivation Request**” for the respective Identity will be indicated with the Reject icon on Home Page