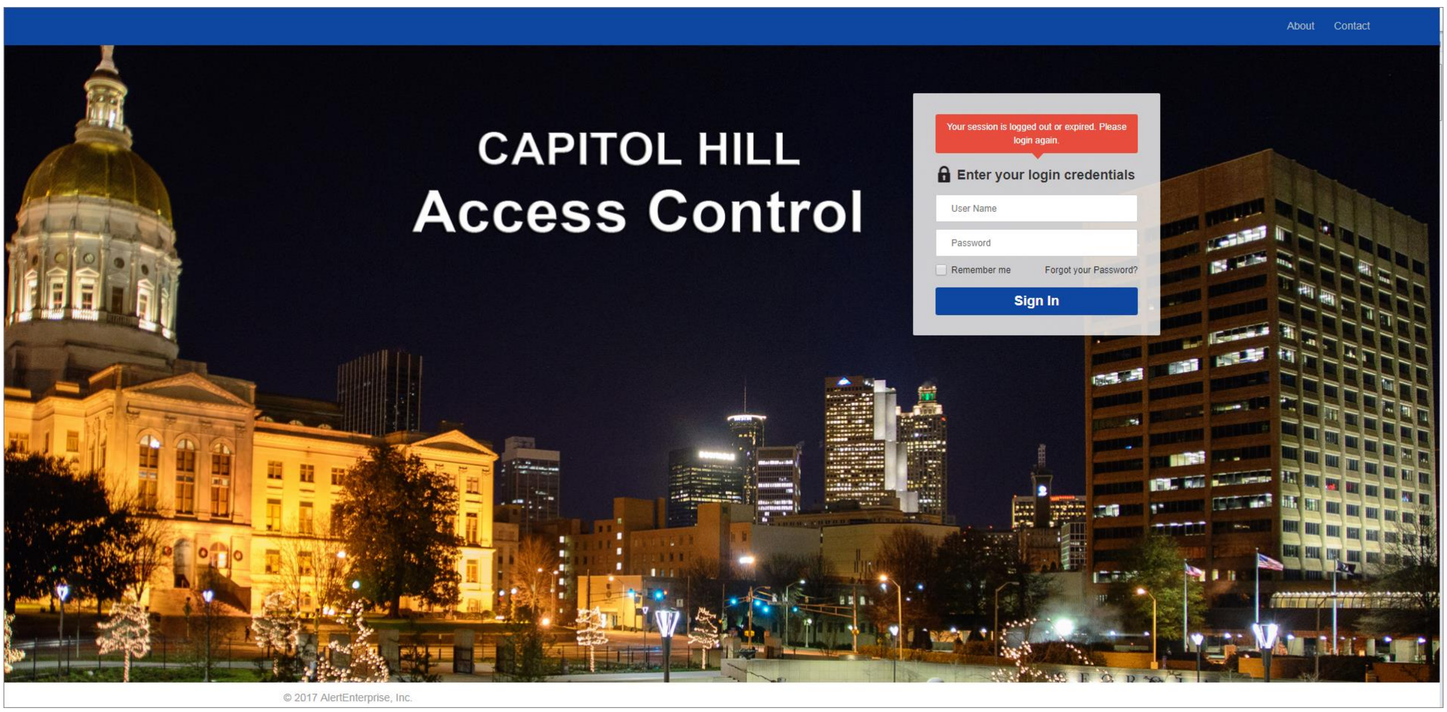
Capitol Hill Access Control

Agency Access Coordinator

User Documentation



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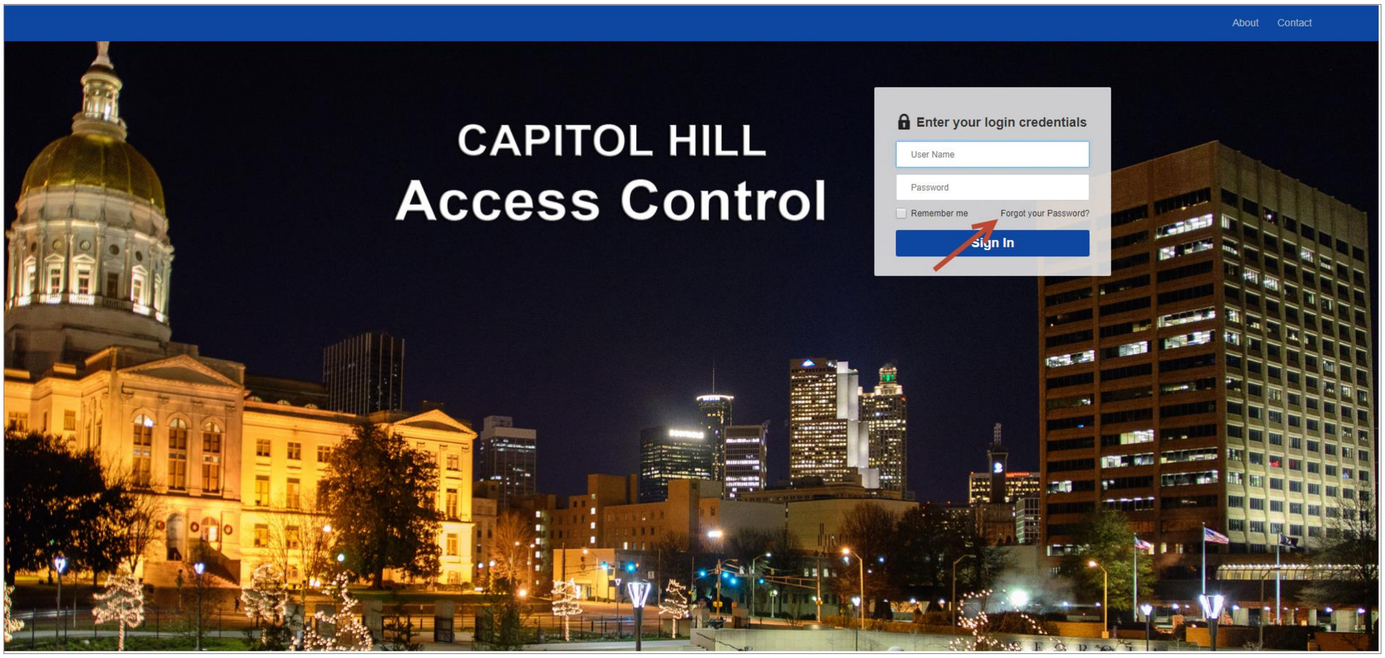
System Terminology:

- **Identity:** Generic term used to describe an individual in the system regardless of type such as “employee” or “temporary”. May also be called an Entity or User.
- **Employee:** An individual that is considered to be an employee of the state. This includes elected officials. These individuals will be denoted by a blue access card. Employees do not expire, however they may be inactivated by the agency they are tied to.
- **Temporary Employee:** An individual that is not considered to be an employee of the state. This includes contractors, interns, lobbyists, etc. These individuals will be denoted by a red access card. Temporary Employees do not expire and cannot be inactivated even by Sponsoring Agency. They can only be inactivated by inactivity or by the Parking and Access Office. It is up to the Sponsoring Agency to continue background checks if they so choose.
- **Sponsor Agency:** This term is used in conjunction with Temporary individuals…since a temporary, such as a contractor, can work for many different agencies at the same time this field is used to denote the hiring agency (the agency responsible for background checks, etc.)
- **POD:** A navigational control element used to group related items/links/functions/operations together. May also be called a module or widget. System examples are Employee Operations or Card Operations.
- **Agency Access Coordinator:** An individual(s) designed by his or her agency as the person responsible for functions related to Employees and/or Temporary Employees.
- **Badge Administrator:** A Parking and Access individual responsible for creating and printing of all Employee and Temporary Badges.
- **Primary Work Building:** The building where the Employee or Temporary Employee considers as their home location…even if they spend the majority of their time outside of this location.
- **Validation Type:** This is how a user can be uniquely identified within the system. Currently we do not have email addresses for all users so the identifier will be a unique number assigned to the user. Agencies have the ability to change this information going forward…can be Driver’s License, State of Georgia ID Card, Passport, PeopleSoft ID, or current default of User ID…other options may be added as they become available. This must be checked for all hire/rehire operations.
- **Validation Number:** Number tied to the Validation Type listed above. If Validation Type is Driver’s License then this number would be Driver’s License Number…if Validation Type is Passport then this number would be Passport Number.
- **Primary Company:** The company name that a Temporary Employee works for such as AT&T, IBM, etc.
- **Enterprise Roles:** The name given to a group of doors that is assigned to an individual which grants entry. This is also known as simply a Role or Access Role.
- **Badges:** System term used to describe the card carried by all Employees and Temporary Employees that is also the method of entry though secured locations. May also be called an Access Badge, Access Card and/or Token.
- **Reader:** This is the device that is used to access a secure location. To gain entry a user must present a valid Badge. May also be called a Card Reader.
- **Work Item:** System term used describe an individual workflow request. Work Items are bi-directional in that they may be a request made by an individual or to an individual.
- **Action Item:** A request to perform a specific action in order to complete a process such as a New Hire.

System Overview:

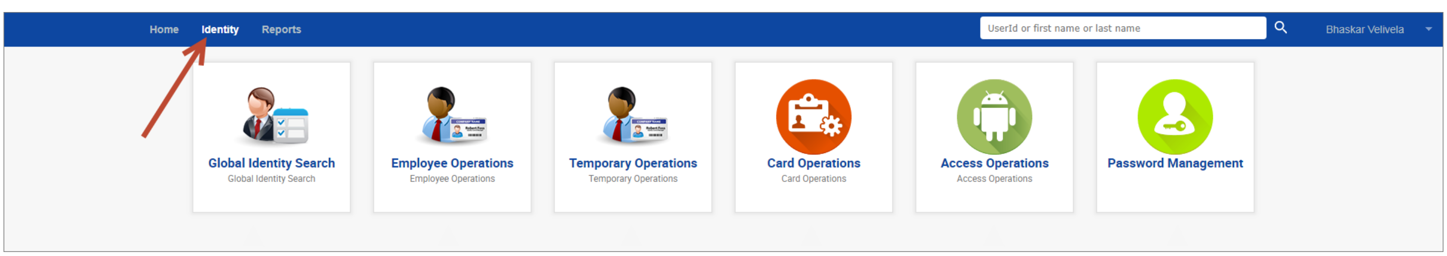
Main Login Page:

- Enter User Name and Password to access the system. Note: User Name and Password will be provided in an email sent to each Agency Access Coordinator. You will be required to change your default password on first login as well as answer a series of security questions which will be used in the event that you forget your password and need to reset it using the Forgot You Password link shown below.



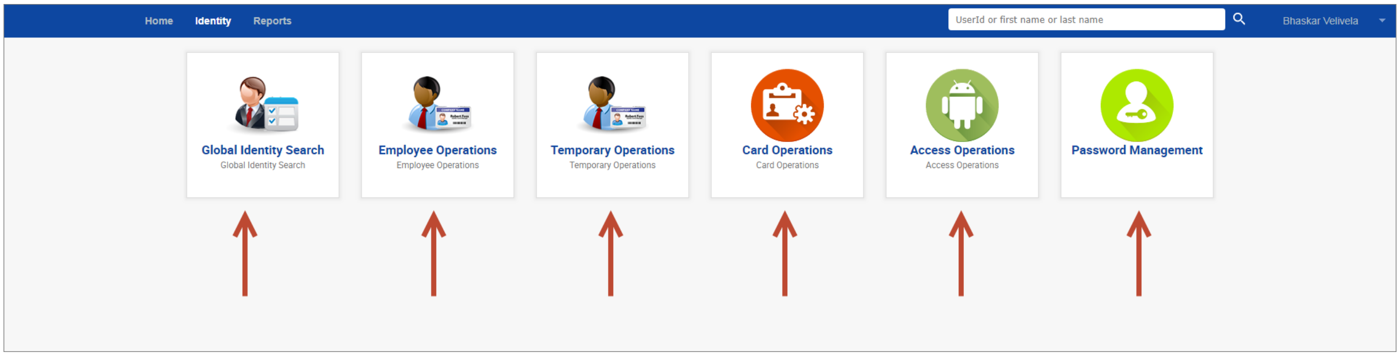
Identity Page:

- The Identity Page will be your default landing page each time you login and you will be returned to this page after completing any operation such as a New Hire or Badge Replacement. You can also come back to this page at any time by clicking on the Identity Tab shown below:



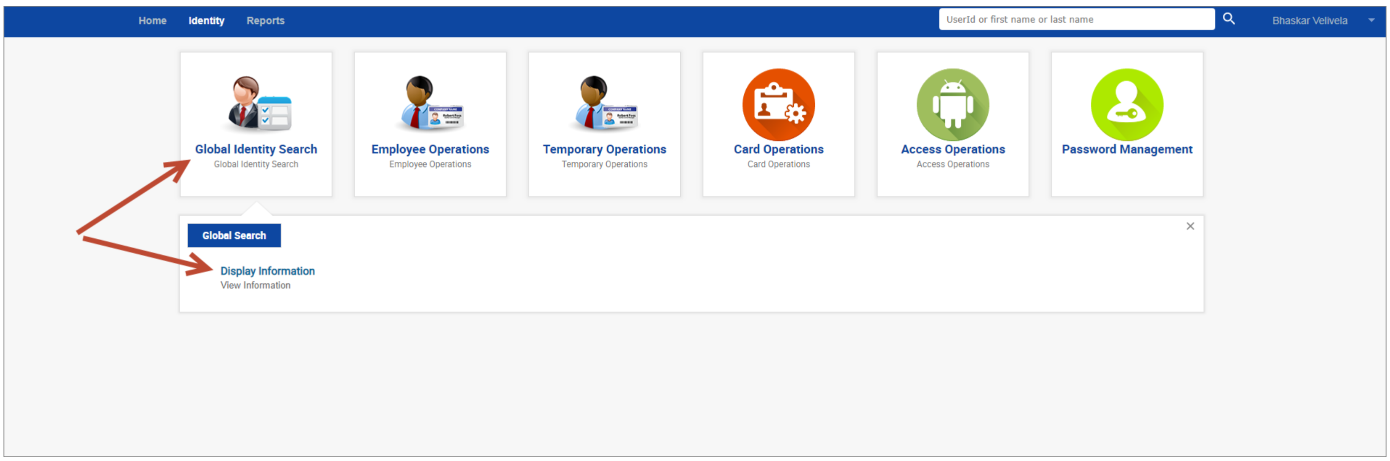
Identity Page PODS:

- The Identity Page contains a series of PODS:
  - Global Identity Search
  - Employee Operations
  - Temporary Operations
  - Card Operations
  - Access Operations
  - Password Management



Global Identity Search POD:

- The Global Identity Search POD allows you to search and display information for all active and inactive identities across the entire system. This is mainly used when hiring an Employee or Temporary in order to prevent duplicate Identities in the system.

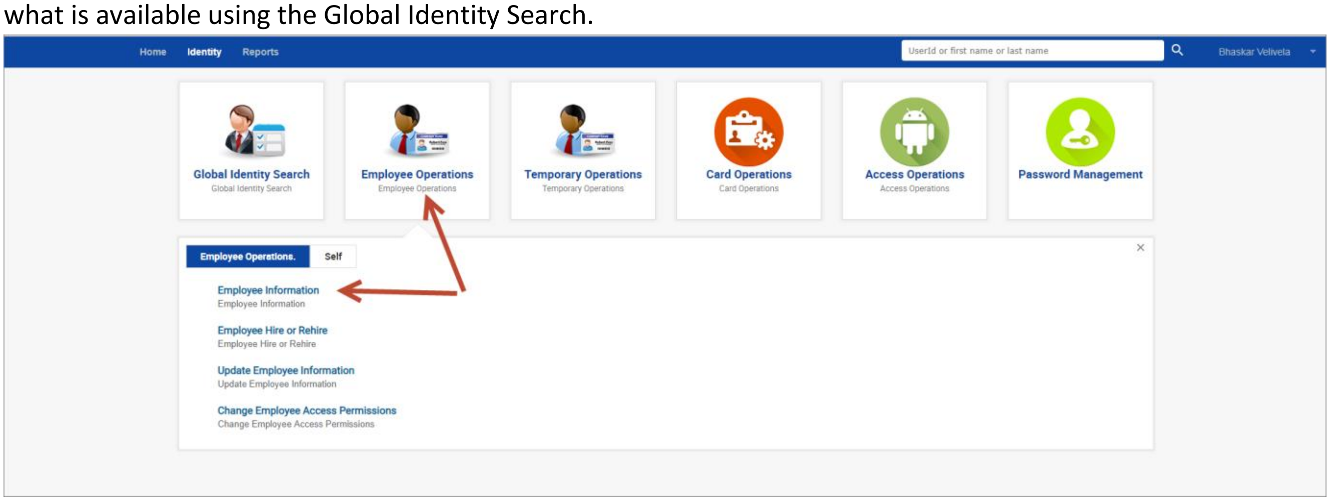


Employee Operations POD:

- The Employee Operations POD allows you to search and perform a series of functions to your specific agency employees.

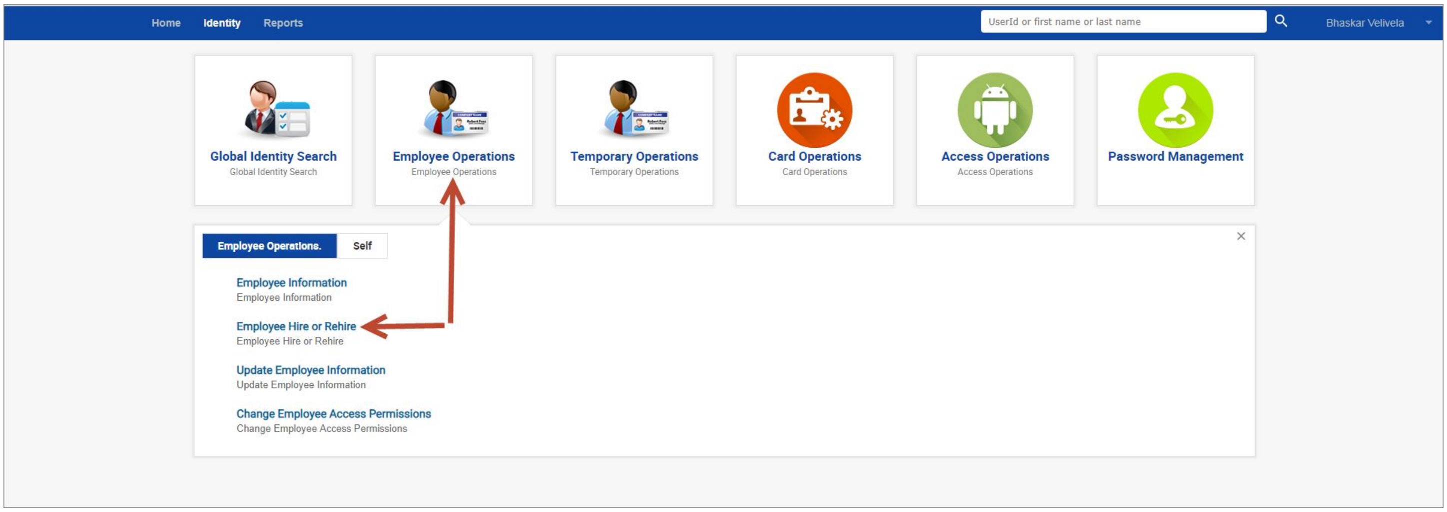
Employee Information:

- This link allows you to search and display information for all active and inactive agency specific employees. Since the Identities are unique to your specific agency the information available is much more detailed than what is available using the Global Identity Search.



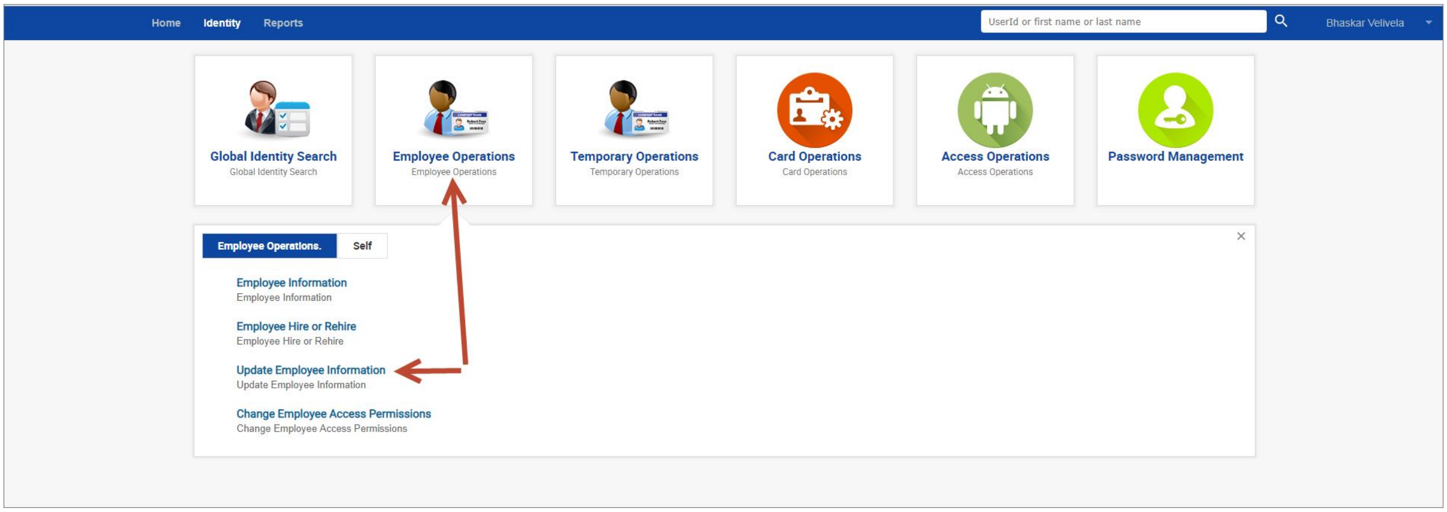
Employee Hire or Rehire:

- This link allows you to search for any active or inactive *identity* (includes both Employee and Temporary) across the entire system in order to “hire/rehire” them as an agency specific employee. There are a number different scenarios that modify how this particular link works:
  - **New Identity:** This is an individual that has never been entered into the system as either an Employee or Temporary. In this scenario you would simply fill in the required information to “hire” the individual.
  - **Active Agency Specific Employee:** This is an individual that is currently listed as an active employee within your agency. In this scenario the system would require you to “Inactive” the employee before you could do the “rehire”. *This scenario would happen if the employee previously left but was never deactivated within the system and is now coming back as an agency employee.*
  - **Inactive Agency Specific Employee:** This is an individual that is currently listed as an inactive employee within your agency. In this scenario you would simply fill in the required information to “rehire” the individual. *This scenario is similar to the one above except the employee was inactivated and is now coming back as an agency employee.*
  - **Active Employee within Another Agency:** This is an individual that is currently listed as an active employee with another agency. In this scenario the system would send a deactivation request to the individuals existing agency to do an “Inactivation” before you would be allowed to proceed with the “rehire”. Once the deactivation is complete you will receive an email notification. At this point you would go through the steps to “rehire” the individual. *This scenario would happen if an employee is switching agencies.*
  - **Inactive Employee within Another Agency:** This is an individual that is currently listed as an inactive employee with another agency. In this scenario you would simply fill in the required information to “rehire” the individual. *This scenario is similar to above except employee was already deactivated at previous agency.*
  - **Active Temporary with Any Agency:** This is an individual that is currently listed as an active temporary (Red Card) within your specific agency or with another agency. In this scenario the system would send a deactivation request to the Parking and Access Office to do an “Inactivation” before you would be allowed to proceed with the “rehire”. Once the deactivation is complete you will receive an email notification. At this point you would go through the steps to “rehire” the individual. *This scenario would happen if the temporary is now being hired as a state employee.*
  - **Inactive Temporary with Any Agency:** This is an individual that is currently listed as an inactive temporary (Red Card) within your specific agency or with another agency. In this scenario you would simply fill in the required information to “rehire” the individual. *This scenario is similar to above except temporary is already deactivated.*



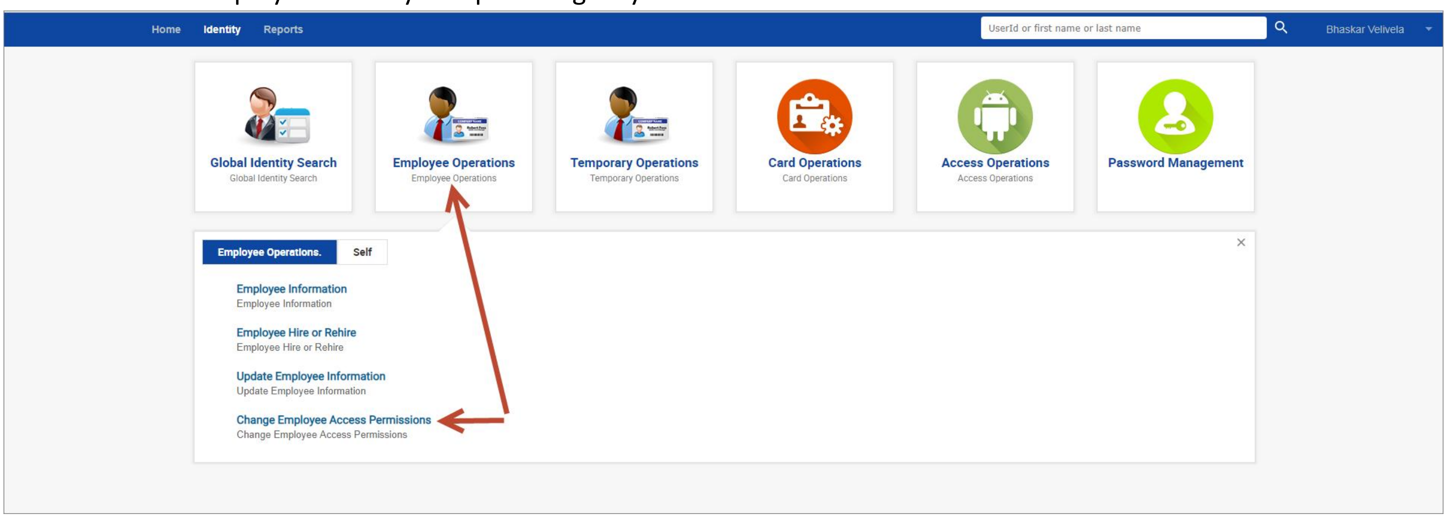
Update Employee Information:

- This link allows you to search for and update specific information for any active employee within your specific agency.



Change Employee Access Permissions:

- This link allows you to search for and update (remove or add) agency specific roles for any active employee within your specific agency.

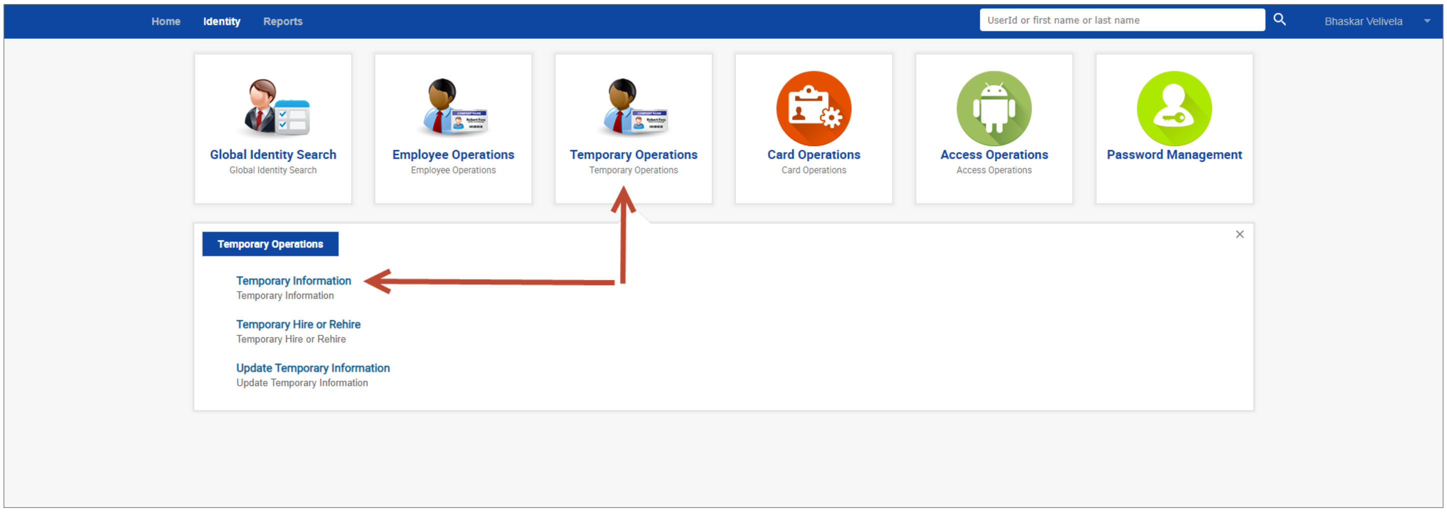


Temporary Operations POD:

- The Temporary Operations POD allows you to search and perform a series of functions to your specific agency temporaries.

Temporary Information:

- This link allows you to search and display information for all active and inactive agency specific temporaries. Since your specific agency is listed as the Sponsoring Agency, the information available is much more detailed than what is available using the Global Identity Search.

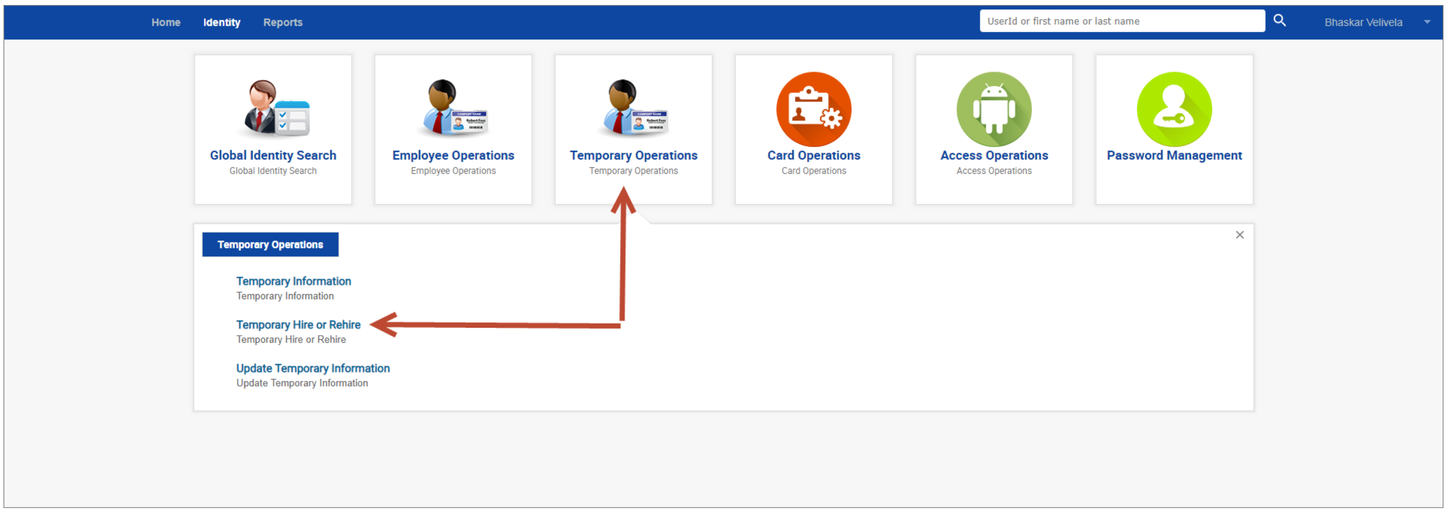


Temporary Hire or Rehire:

- This link allows you to search for any active or inactive *identity* (includes both Employee and Temporary) across the entire system in order to "hire/rehire" them as an agency specific temporary. There are a number different scenarios that modify how this particular link works:
  - **New Identity:** This is an individual that has <u>never</u> been entered into the system as either an Employee or Temporary. In this scenario you would simply fill in the required information to "hire" the individual.
  - **Active Agency Specific Employee:** This is an individual that is currently listed as an active employee within your agency. In this scenario the system would require you to "Inactive" the employee before you could do the "rehire" as a Temporary. *This scenario would normally happen when an employee retires and comes back as a contractor.*
  - **Inactive Agency Specific Employee:** This is an individual that is currently listed as an inactive employee within your agency. In this scenario you would simply fill in the required information to "rehire" the individual as a Temporary. *This scenario is similar to the one above except the employee was inactivated and is now coming back as an agency temporary.*
  - **Active Employee within Another Agency:** This is an individual that is currently listed as an active employee with another agency. In this scenario the system would send a deactivation request to the individuals existing agency to do an "Inactivation" before you would be allowed to proceed with the "rehire". Once the deactivation is complete you will receive an email notification. At this point you would go through the steps to "rehire" the individual as a Temporary. *This scenario would happen if an employee is leaving and coming back as a temporary.*
  - **Inactive Employee within Another Agency:** This is an individual that is currently listed as an inactive employee with another agency. In this scenario you would simply fill in the required information to

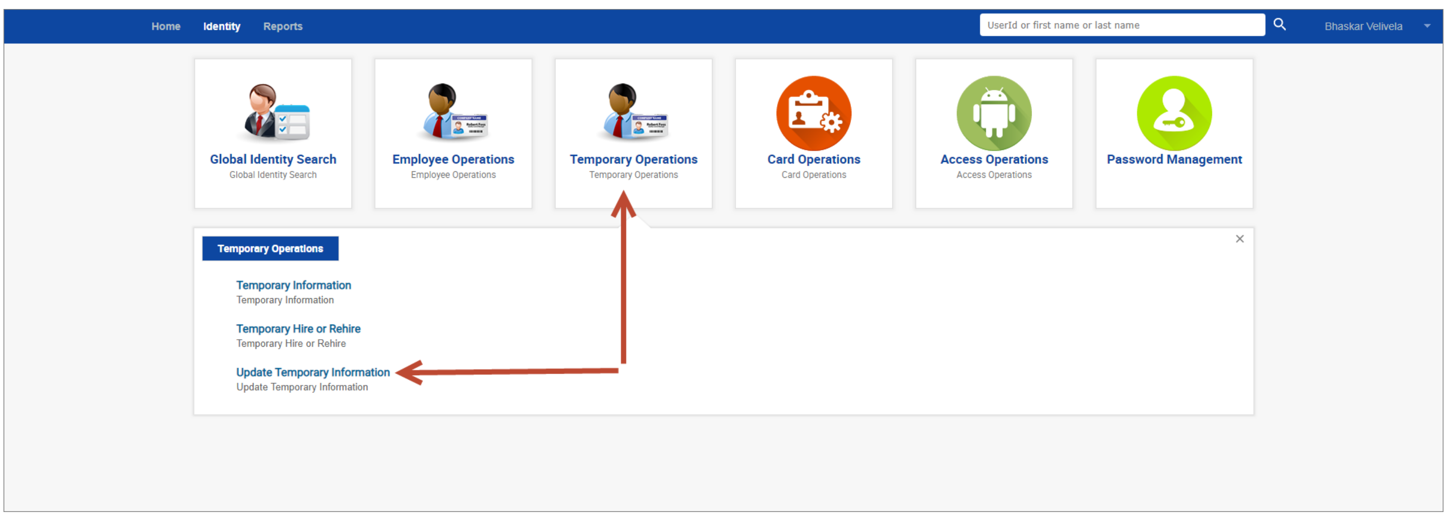
"rehire" the individual. *This scenario is similar to above except employee was already deactivated at previous agency.*

- **Active Temporary with Any Agency:** This is an individual that is currently listed as an active temporary within your specific agency or with another agency. In this scenario there is no need to "rehire" the individual again as a temporary you would simply add your agency specific role to the temporary.
- **Inactive Temporary with Any Agency:** This is an individual that is currently listed as an inactive temporary within your specific agency or with another agency. In this scenario you would simply fill in the required information to "rehire" the individual. Note: Your agency would now be listed as the Sponsoring Agency.



Update Temporary Information:

- This link allows you to search for and update specific information for any active temporary where your agency is listed as the Sponsoring Agency.

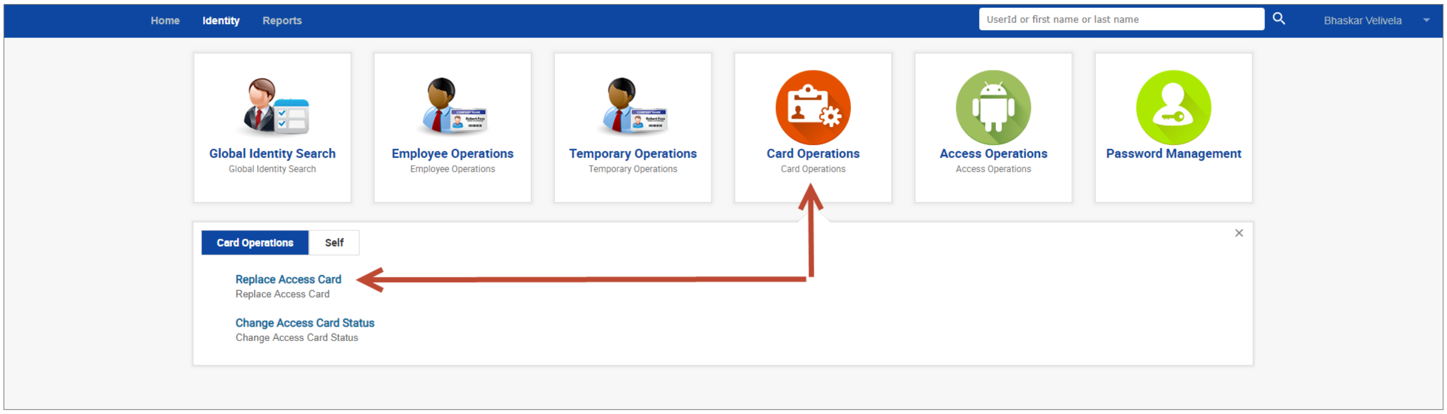


Card Operations POD:

- The Card Operations POD allows you to search and perform a series of functions to your specific agency employees. Since temporary employees can work for many agencies at once you are not allowed to perform card functions.

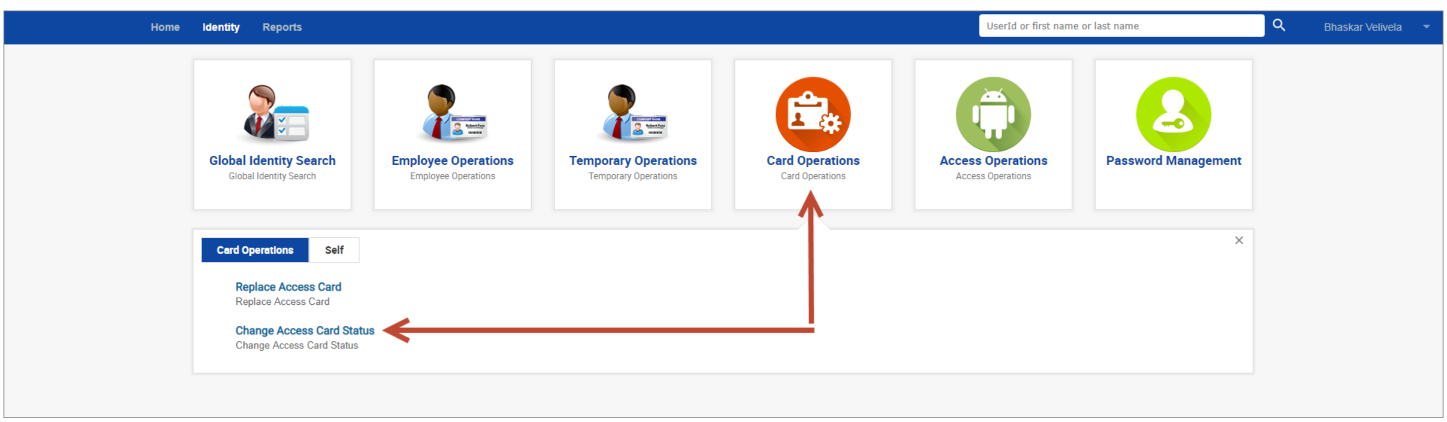
Replace Access Card:

- This link allows you to search for all active agency specific employees or temporaries where you are the sponsoring agency in order to replace a lost or damaged access card.



Change Access Card Status:

- This link allows you to search for all active agency specific employees in order to suspend or activate an access card. An example of a suspension of a card may be when an employee is going to be out for a while. You would also use this same link to activate the employee's access card when they returned to work. Since temporary employees can work for many agencies you are not allowed to suspend a temporary card even if you are the Sponsoring Agency. The Parking and Access Office can suspend a temporary employee card if there is a problem where the user should be suspended across all agencies. It is up to the Agency to notify the Parking and Access Office when to do a temporary suspension.

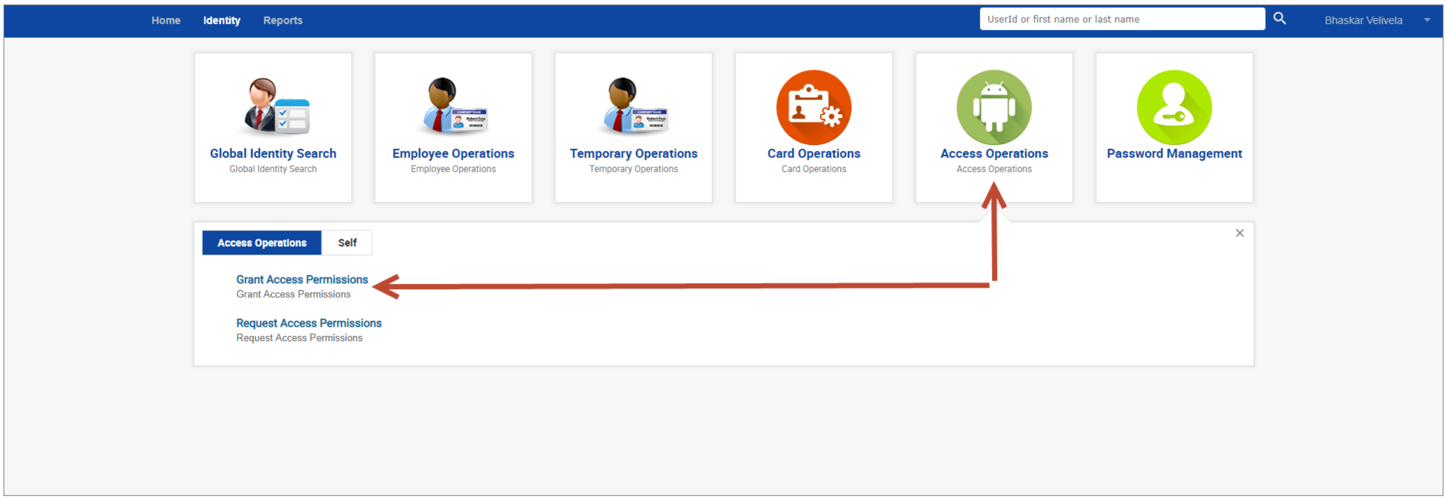


Access Operations POD:

- The Access Operations POD allows you to grant agency specific roles to any active identities across the entire system. In addition, this POD allows you to request access permissions from any State Agency for your agency specific employees. Note: You are not allowed to request permission for temporary employees even if you are listed as the Sponsoring Agency. Agency will be able to add this permission at their discretion when the Temporary is working for that particular agency.

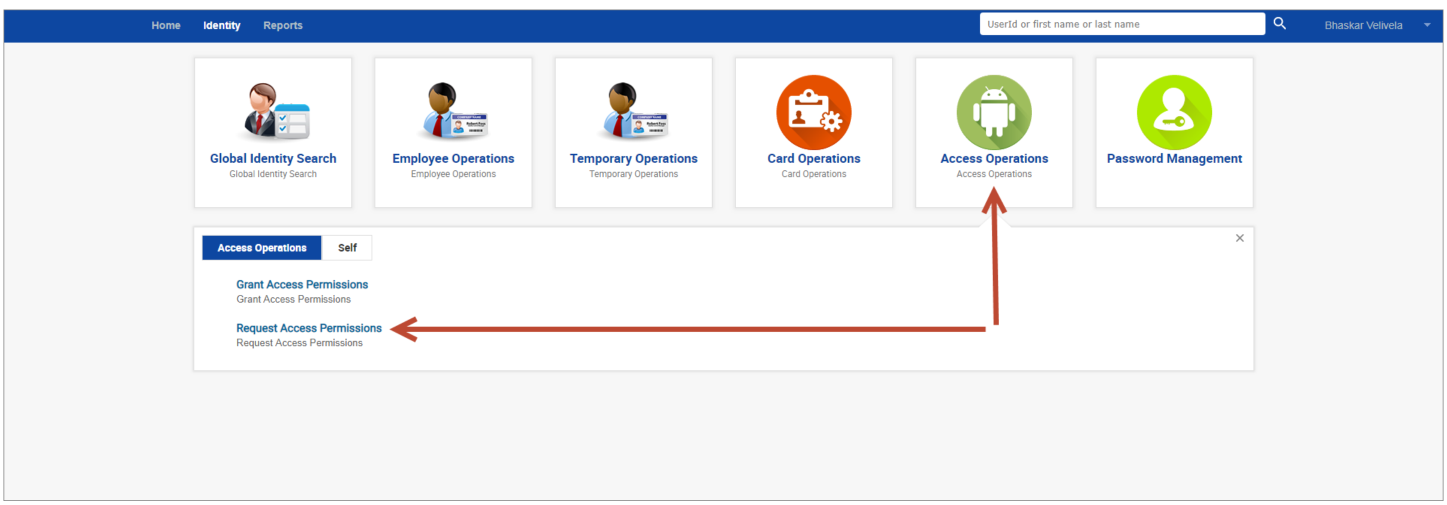
Grant Access Permissions:

- This link allows you to search and grant agency specific roles to any active identity across the entire system.



Request Access Permissions:

- This link allows you to request access permission from any State Agency for your agency specific employees. It is up to the Agency to decide which roles if any will be added to the requested employee.

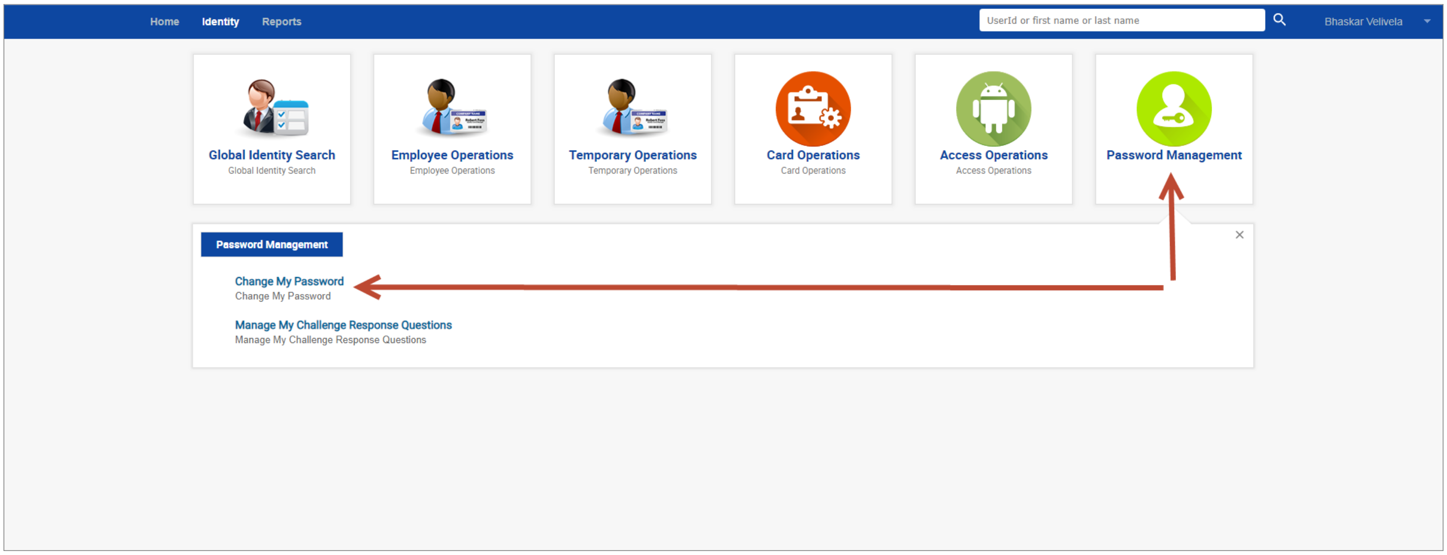


Password Management POD:

- The Password Management POD allows you to change your password and/or change/modify your security questions which are used to validate the user before allowing the password to be changed.

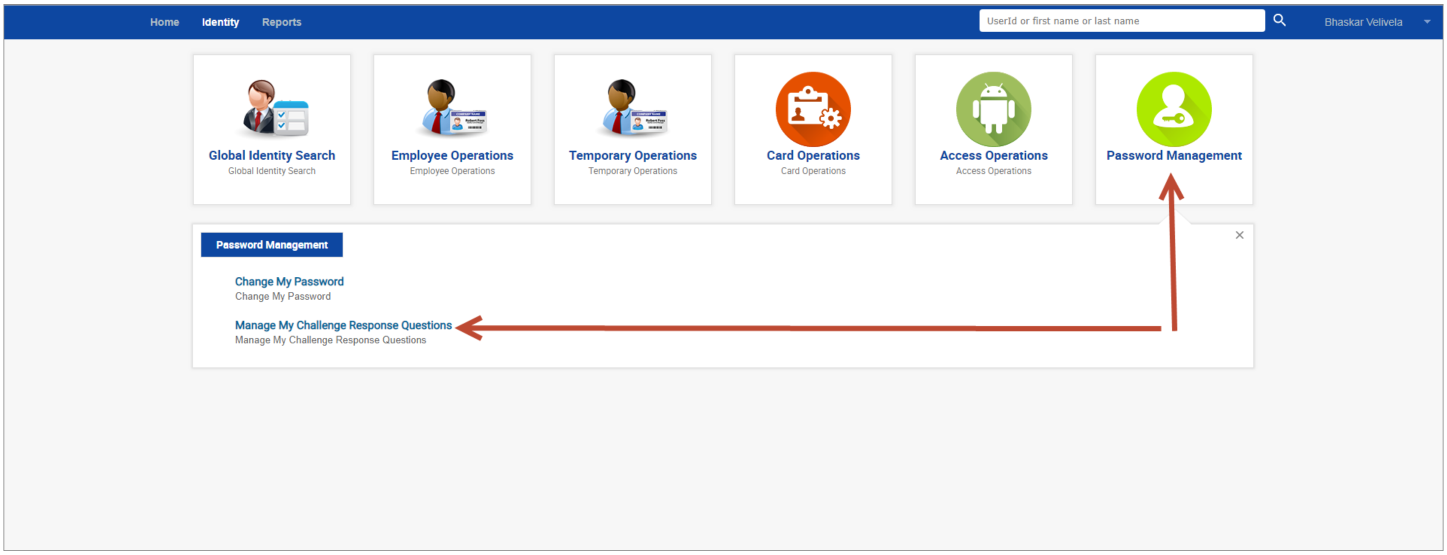
Change My Password:

- This link allows you to change your password. You must enter existing password and then new password twice for validation.



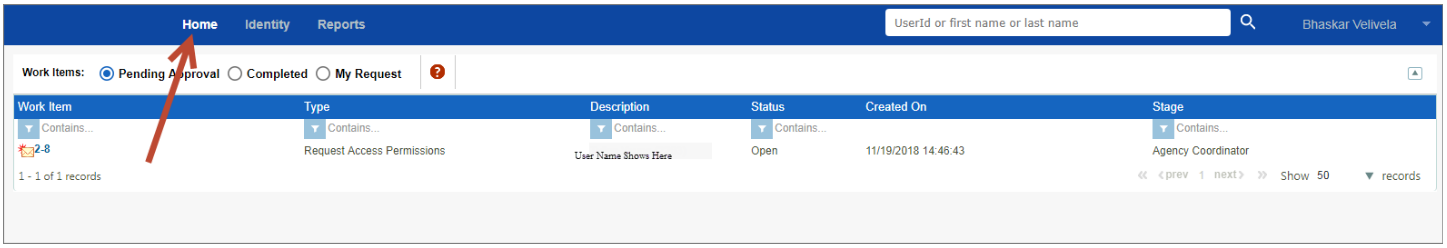
Manage My Challenge Response Questions:

- This link allows you to change standard questions and responses as well as add/modify personal questions and responses. These will be used in the event that you forget your password and need to use the "Forgot Password" link on the main login page. GBA has no access to these questions or answers.



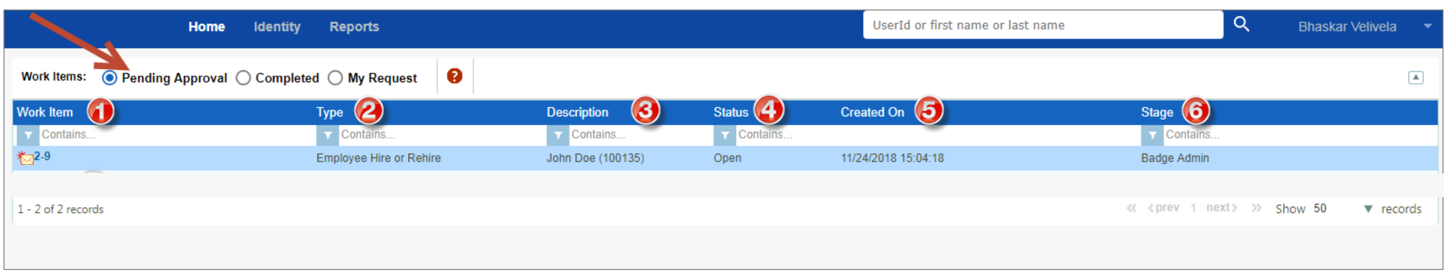
Home Page:

- The Home Page will be where you can locate all of the action items (requests) generated by the system as you are performing functions of Employees and/or Temporary Employees. This is also the location where you can find any action items that are waiting on you to complete. You can go to this page at any time by clicking on the Home Tab shown below:



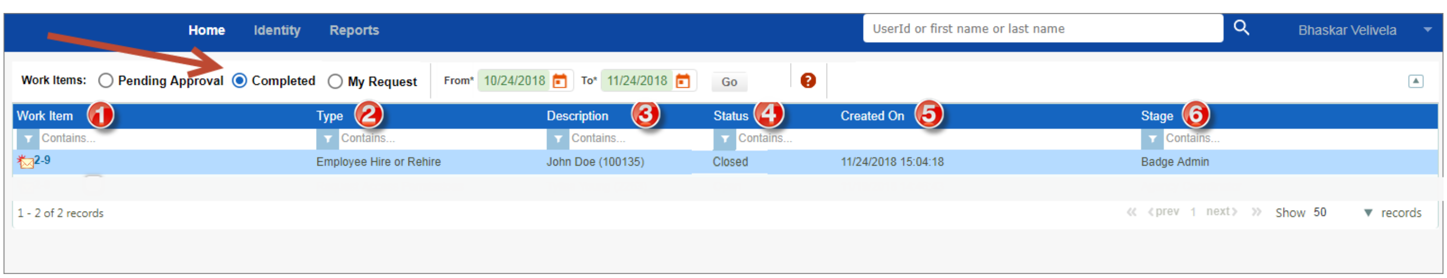
Pending Approval:

- The Pending Approval section is shown by default each time you visit the Home Page. Pending Approval are items that are waiting on you to perform the required action in order to complete the request. Examples of these would be receiving a request to grant access to an agency user. Pending Approval has the following items:
  1. **Work Item:** This is a unique ID that identifies this individual work item.
  2. **Type:** This is the type of work item that is being requested. In the example below, I am signed in as a Badge Admin so this work item is an Employee Hire or Rehire.
  3. **Description:** This is the user name that this work item is to being requested for.
  4. **Status:** Since this is in pending tab this will always show as "Open".
  5. **Created On:** Date the work item was created on.
  6. **Stage:** The individual upon whom this work item is waiting to on to complete the request. In the example below I am logged in as a Badge Admin so this work item is waiting on me (Badge Admin) to complete.

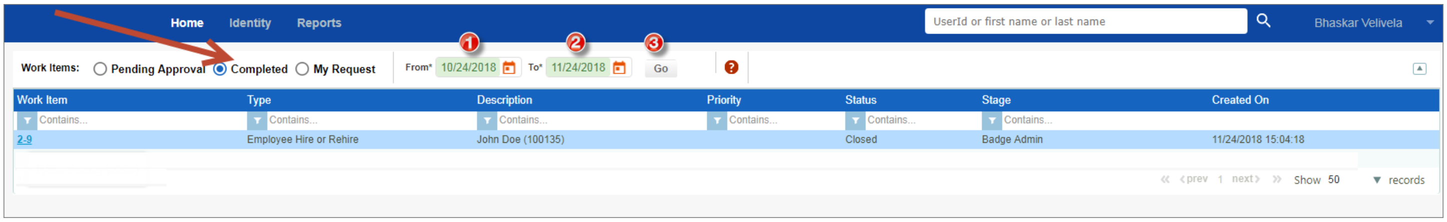


Completed:

- The Completed section contains work items that have been completed and closed out from the Pending Approval section. Using the example listed above we completed the work item. As you can see below the status has now changed to "Closed" as this item will no longer show up in the Pending Approval section.

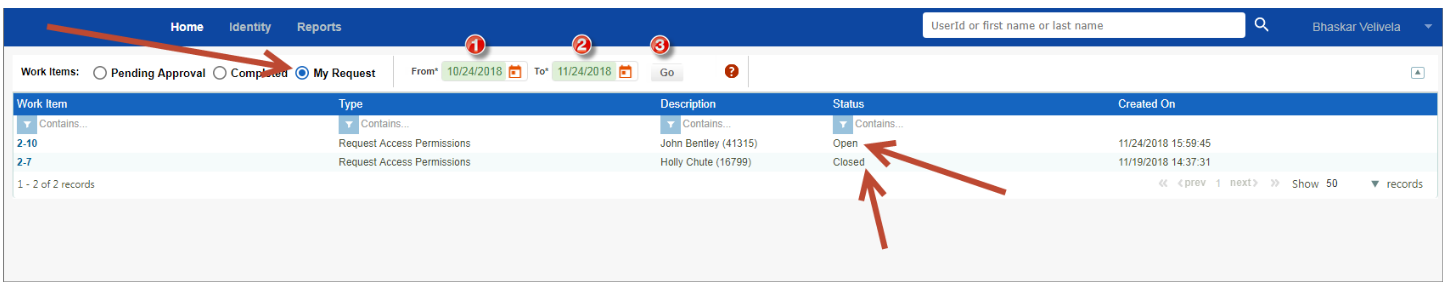


- The Completed section also has a “From” date and “To” date and a “Go” button at the top. The From and To Date fields will default to the last 30 days however nothing will show up until you click on “Go”. As you can imagine over time the completed work items will become quite large so this gives you the opportunity to narrow your search prior to displaying any information.
    1. From Date
    2. To Date
    3. Go



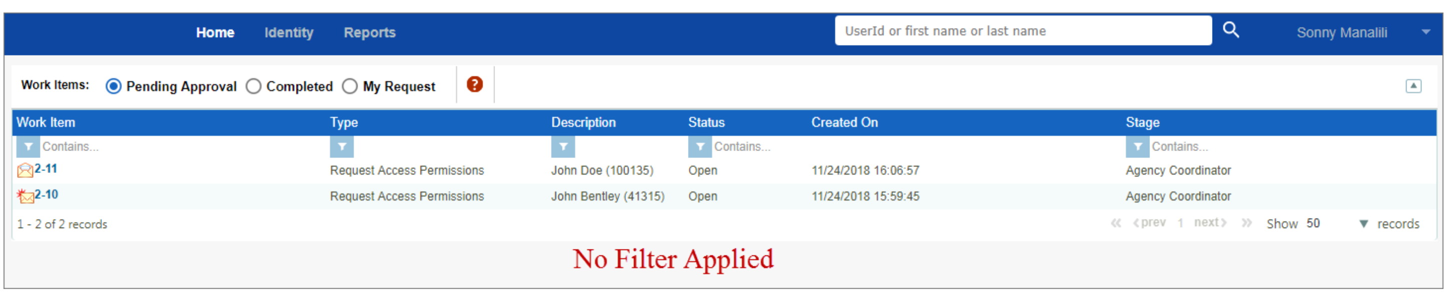
My Request:

- The My Request section contains work items that you have submitted on behalf of your Employees or Temporary Employees…such as Employee Hire or Rehire, Request a Replacement Badge, etc. This is the only place you will go to look for your submitted requests whether “open” or “closed” with “open” items appearing at the top of the list. Note: This section also has a “From” date and “To” date and a “Go” button at the top. The From and To Date fields will default to the last 30 days, but just as the Completed Section above nothing will show up until you click on “Go”.



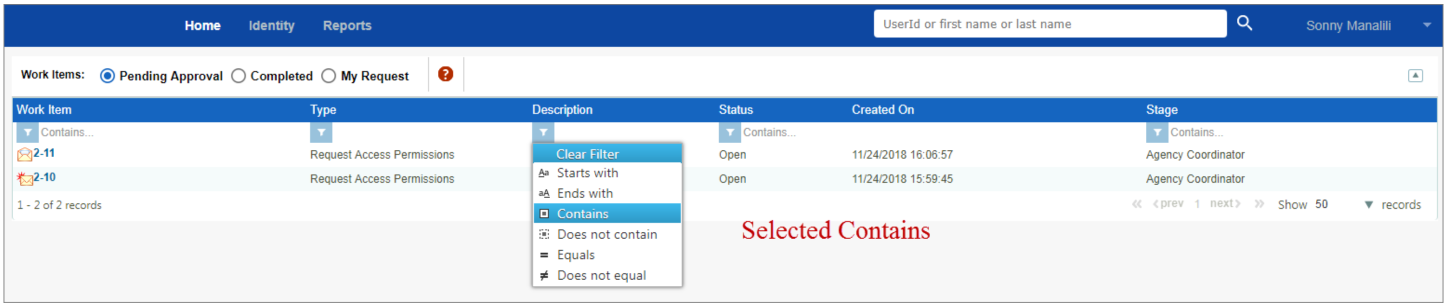
All Work Item Sections:

- Regardless of whether you are in the Pending Approval, Completed, or My Request section you can filter on data in any of the columns by using the filter at the top of each column and selecting the filter criteria along with the filter text. The example below does not have a filter applied:

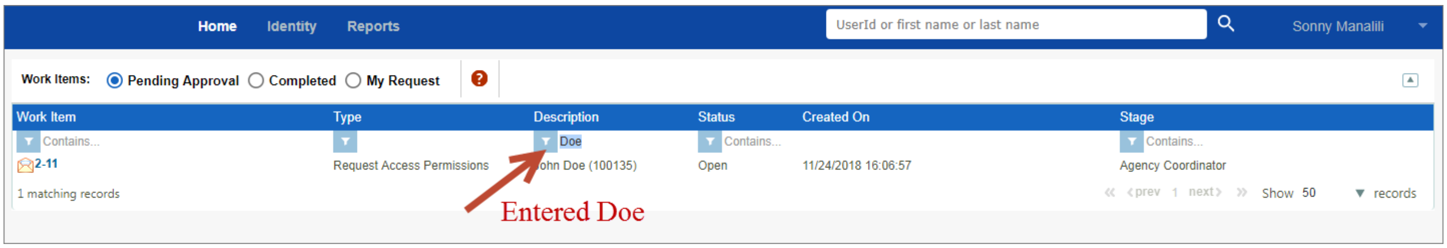


No Filter Applied

- By selecting the column filter above description you will see a list of available options. In the example below the selected filter is “Contains”.



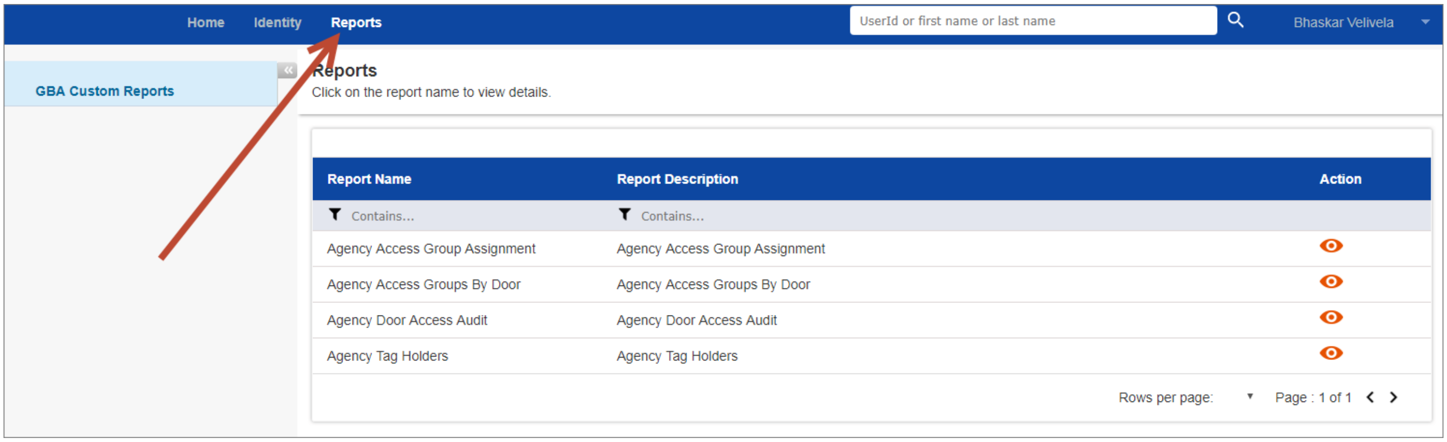
- After selecting the filter criteria the text "Doe" was entered and filter was automatically applied to the resulting list…seen below.



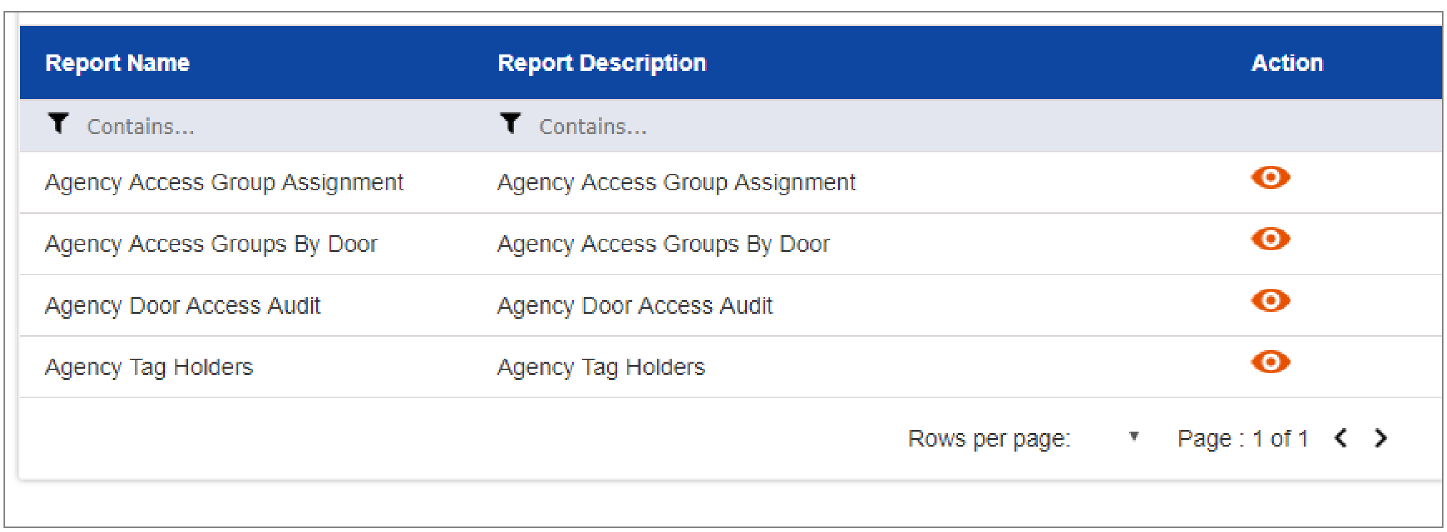
- You may select multiple column filters across multiple columns as needed to shorten the result set. Note: You must remember to remove the filter or it will always remain in effect even if you leave the Home tab and come back; however, if your session times out or you logoff and back on again the filters will clear.

Reports Page:

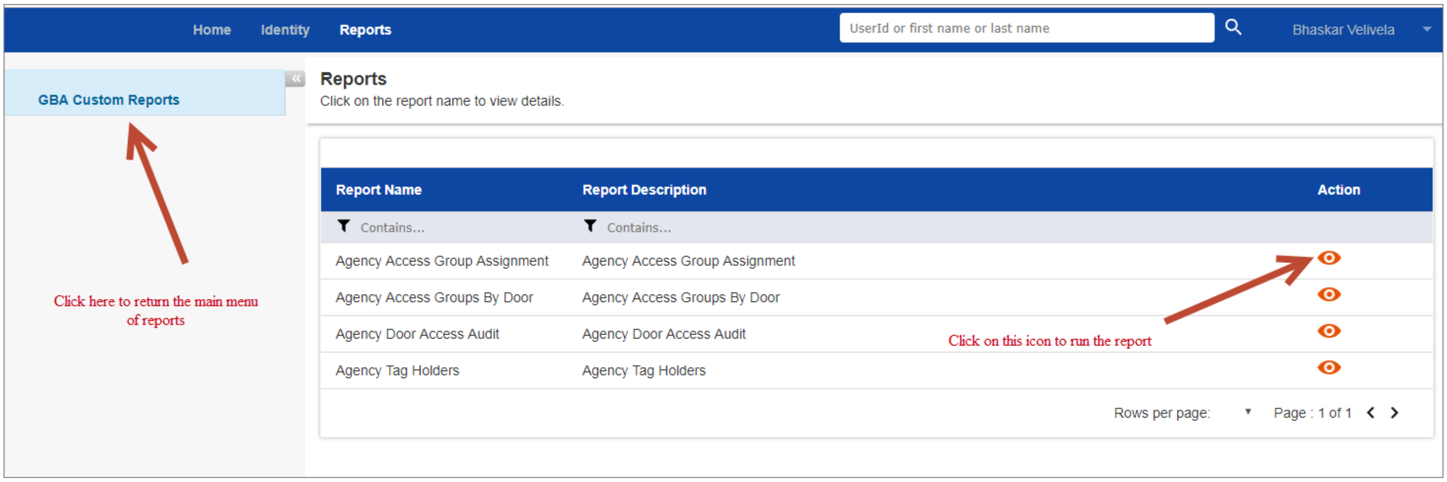
- The Reports Page contains a list all available reports. You can go to this page at any time by clicking on the Reports Tab shown below.



- The list of available reports are as follows:
    - **Agency Access Group Assignment:** This is a list of any identity that has access to one of your agency specific access groups. This is regardless of type (Employee or Temporary) or Agency. This report can be filtered by Agency Access Group.
    - **Agency Access Groups by Door:** This is a dual report. This report can be filtered by an Agency Access Group to show all doors in that specific group or you can filter the report by the Door Name to get a list of all the access groups containing the specific door. This report will <u>only</u> show agency related access groups and agency related doors.
    - **Agency Door Access Audit:** This report will list all activity on an agency specified door. The report is filtered by Door Name (agency specific) and will return all attempts (successful or denied) regardless of type (Employee or Temporary) or Agency.
    - **Agency Tag Holders:** This report will list all Employees within your agency as well as Temporary Employees where you are listed as the Sponsoring Agency. Can be filtered by Employee Name or by Tag Status (Active/Inactive/Suspended).

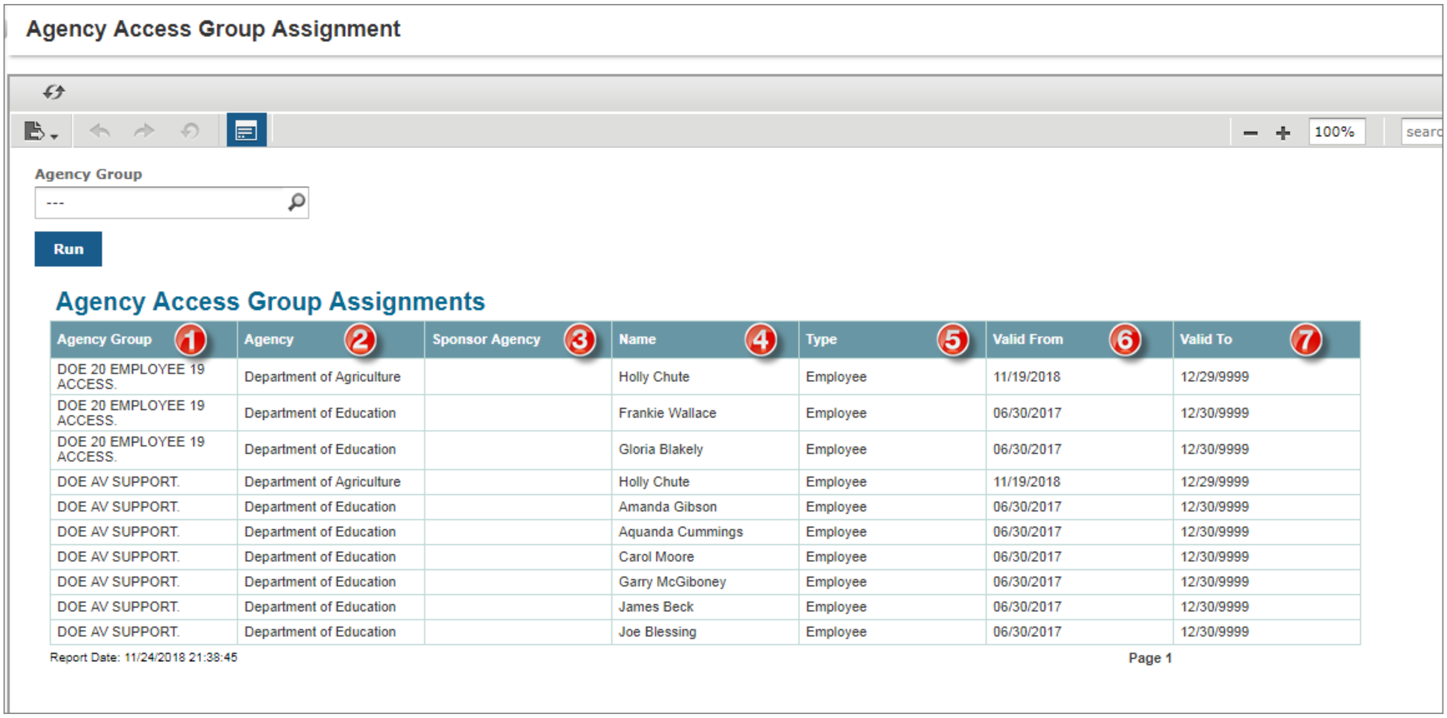


1. To run any of the reports listed above simply click on the icon to open the report. Select filter criteria from available selections and click on the “Run” button. To return to the main menu after running a report click on the GBA Custom Reports as shown below.



Agency Access Group Assignment

2. Run this report to determine who has access to your agency specific Access Groups. This report works across all agencies and for any identity.
3. To report on a specific **Agency Group**, c**lick Agency Group** and select the Group from the **Agency Group** drop-down. Click **Run**.
4. To report on all of the available **Agency Groups**, simply click Run without selecting an **Agency Group**,

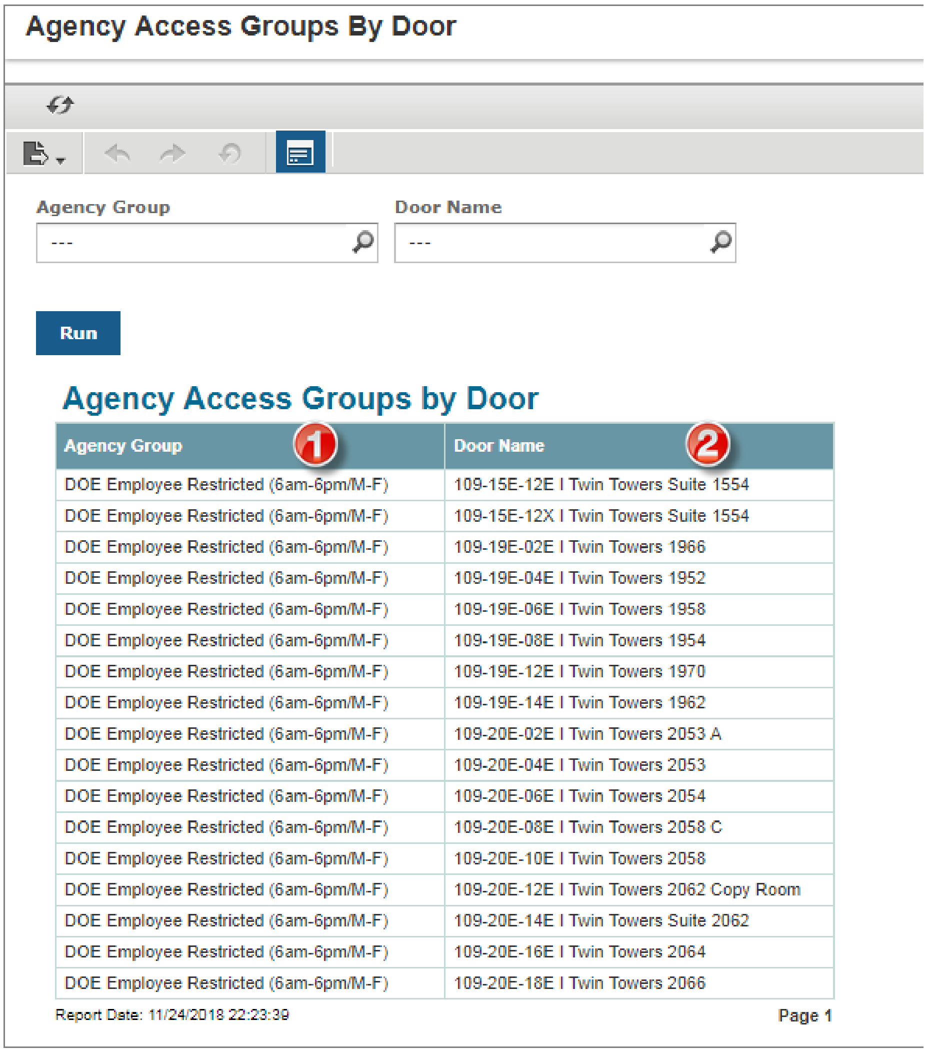


Agency Group 1	Agency 2	Sponsor Agency 3	Name 4	Type 5	Valid From 6	Valid To 7
DOE 20 EMPLOYEE 19 ACCESS.	Department of Agriculture		Holly Chute	Employee	11/19/2018	12/29/9999
DOE 20 EMPLOYEE 19 ACCESS.	Department of Education		Frankie Wallace	Employee	06/30/2017	12/30/9999
DOE 20 EMPLOYEE 19 ACCESS.	Department of Education		Gloria Blakely	Employee	06/30/2017	12/30/9999
DOE AV SUPPORT.	Department of Agriculture		Holly Chute	Employee	11/19/2018	12/29/9999
DOE AV SUPPORT.	Department of Education		Amanda Gibson	Employee	06/30/2017	12/30/9999
DOE AV SUPPORT.	Department of Education		Aquanda Cummings	Employee	06/30/2017	12/30/9999
DOE AV SUPPORT.	Department of Education		Carol Moore	Employee	06/30/2017	12/30/9999
DOE AV SUPPORT.	Department of Education		Garry McGiboney	Employee	06/30/2017	12/30/9999
DOE AV SUPPORT.	Department of Education		James Beck	Employee	06/30/2017	12/30/9999
DOE AV SUPPORT.	Department of Education		Joe Blessing	Employee	06/30/2017	12/30/9999

1. **Agency Group:** Name of the Agency Access Group
2. **Agency:** Agency that the User belongs to
3. **Sponsoring Agency:** Agency that is listed as Sponsor Agency for Temporary Employees
4. **Name:** Name of the User
5. **Type:** Type of User (Employee or Temporary)
6. **Valid From:** Activation date of the User
7. **Valid To:** Deactivation date of the User

Agency Access Groups By Door

- Run this report to determine which doors are located in a specific Agency Access Group or to determine all of the Access Groups that a particular door is in.
- To report on a specific **Agency Group**, click **Agency Group** and select the Group from the **Agency Group** drop-down. Click **Run**.
- To report on a specific **Door**, click **Door Name** and select the Door Name from the drop down. Click **Run**.
- To report on all Agency Groups and Doors simply click **Run**.



Agency Access Groups by Door

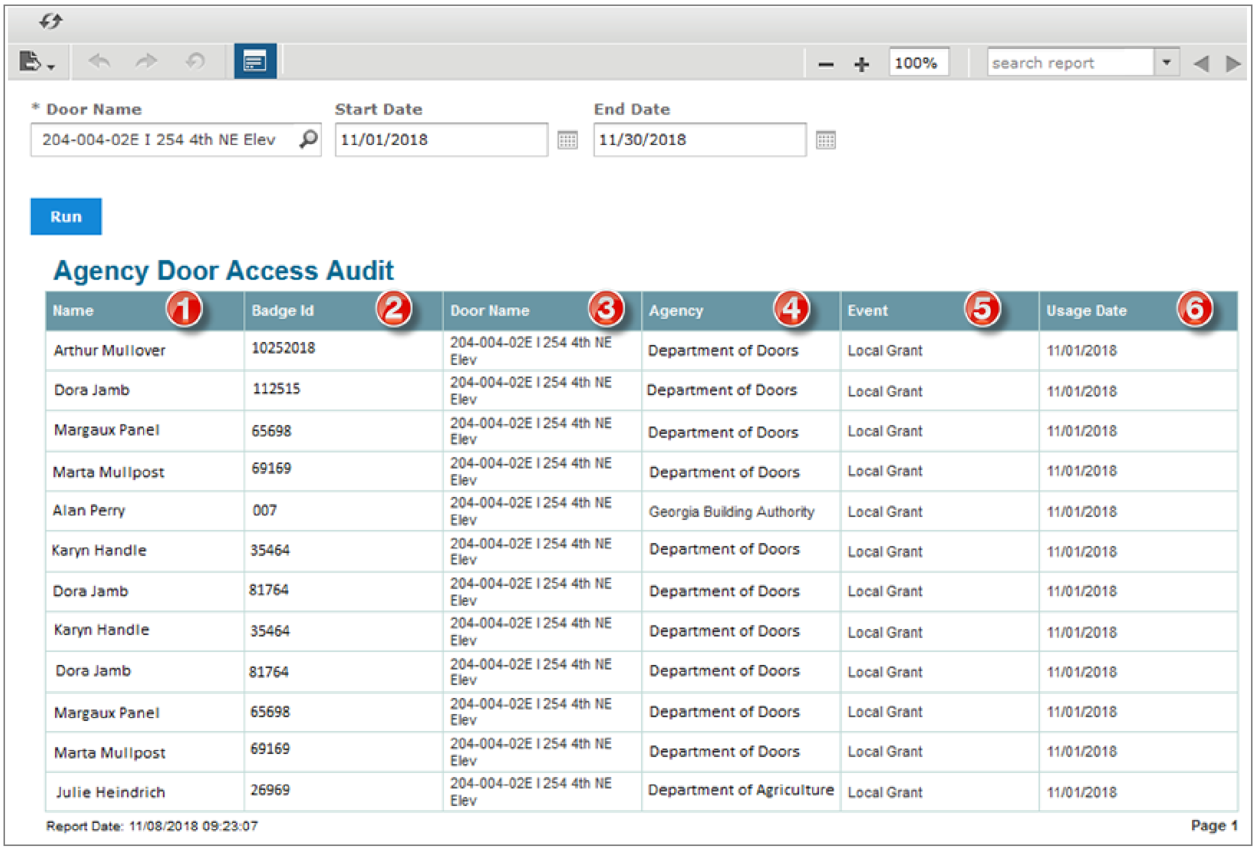
Agency Group 1	Door Name 2
DOE Employee Restricted (6am-6pm/M-F)	109-15E-12E I Twin Towers Suite 1554
DOE Employee Restricted (6am-6pm/M-F)	109-15E-12X I Twin Towers Suite 1554
DOE Employee Restricted (6am-6pm/M-F)	109-19E-02E I Twin Towers 1966
DOE Employee Restricted (6am-6pm/M-F)	109-19E-04E I Twin Towers 1952
DOE Employee Restricted (6am-6pm/M-F)	109-19E-06E I Twin Towers 1958
DOE Employee Restricted (6am-6pm/M-F)	109-19E-08E I Twin Towers 1954
DOE Employee Restricted (6am-6pm/M-F)	109-19E-12E I Twin Towers 1970
DOE Employee Restricted (6am-6pm/M-F)	109-19E-14E I Twin Towers 1962
DOE Employee Restricted (6am-6pm/M-F)	109-20E-02E I Twin Towers 2053 A
DOE Employee Restricted (6am-6pm/M-F)	109-20E-04E I Twin Towers 2053
DOE Employee Restricted (6am-6pm/M-F)	109-20E-06E I Twin Towers 2054
DOE Employee Restricted (6am-6pm/M-F)	109-20E-08E I Twin Towers 2058 C
DOE Employee Restricted (6am-6pm/M-F)	109-20E-10E I Twin Towers 2058
DOE Employee Restricted (6am-6pm/M-F)	109-20E-12E I Twin Towers 2062 Copy Room
DOE Employee Restricted (6am-6pm/M-F)	109-20E-14E I Twin Towers Suite 2062
DOE Employee Restricted (6am-6pm/M-F)	109-20E-16E I Twin Towers 2064
DOE Employee Restricted (6am-6pm/M-F)	109-20E-18E I Twin Towers 2066

Report Date: 11/24/2018 22:23:39 Page 1

1. **Agency Group:** Agency Group with corresponding Doors
2. **Door Name:** Door associated to the Agency Groups

Agency Door Access Audit

- Use this report to display all activity on an agency specified door. The report is filtered by Door Name (agency specific) and will return all attempts (successful or denied) regardless of type (Employee or Temporary) or Agency.
- Fill out the Report Settings
  - Select the **Door Name**
  - Select the **Start Date**
  - Select the **End Date**
  - Click **Run**

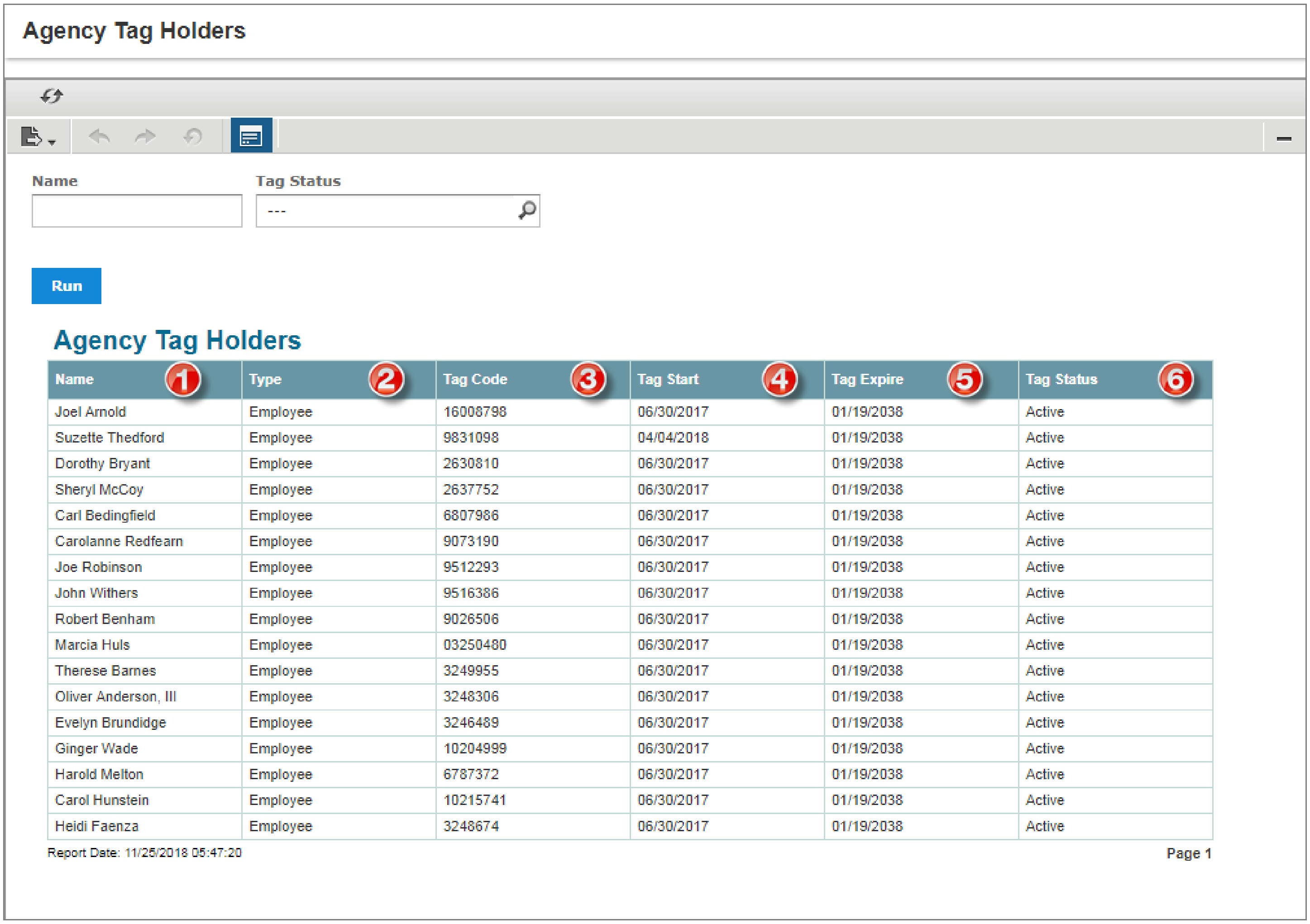


Name	Badge Id	Door Name	Agency	Event	Usage Date
Arthur Mullover	10252018	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Dora Jamb	112515	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Margaux Panel	65698	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Marta Mullpost	69169	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Alan Perry	007	204-004-02E I 254 4th NE Elev	Georgia Building Authority	Local Grant	11/01/2018
Karyn Handle	35464	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Dora Jamb	81764	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Karyn Handle	35464	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Dora Jamb	81764	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Margaux Panel	65698	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Marta Mullpost	69169	204-004-02E I 254 4th NE Elev	Department of Doors	Local Grant	11/01/2018
Julie Heindrich	26969	204-004-02E I 254 4th NE Elev	Department of Agriculture	Local Grant	11/01/2018

1. **Name:** Name of the User
2. **Badge ID:** External badge number of the User
3. **Door Name:** Name of the door on which the activity is being checked
4. **Agency:** Agency that the User belongs to
5. **Event:** Returned event from badge activity such as Local Grant (user was able to access door) , etc.
6. **Usage Date:** Date that User badge activity on the door

Agency Tag Holders

- Use this report to do a Tag Audit on all Employees within your agency as well as Temporary Employees where you are listed as the Sponsoring Agency.
- To report on a specific Card Holder, enter in the Card Holder's First and Last Name in **Name** and click **Run** **Note:** The First and Last Name has to match the name in the system.
  - Not case sensitive
  - You cannot search by First Name only
  - You cannot search by Last Name only
- To report on all of the Card Holders with a specific Tag Status, click Tag Status and select the Status you want to report on and click **Run**.
- To report on all of your Agency's Card Holders, click **Run**.



Name	Type	Tag Code	Tag Start	Tag Expire	Tag Status
Joel Arnold	Employee	16008798	06/30/2017	01/19/2038	Active
Suzette Thedford	Employee	9831098	04/04/2018	01/19/2038	Active
Dorothy Bryant	Employee	2630810	06/30/2017	01/19/2038	Active
Sheryl McCoy	Employee	2637752	06/30/2017	01/19/2038	Active
Carl Bedingfield	Employee	6807986	06/30/2017	01/19/2038	Active
Carolanne Redfearn	Employee	9073190	06/30/2017	01/19/2038	Active
Joe Robinson	Employee	9512293	06/30/2017	01/19/2038	Active
John Withers	Employee	9516386	06/30/2017	01/19/2038	Active
Robert Benham	Employee	9026506	06/30/2017	01/19/2038	Active
Marcia Huls	Employee	03250480	06/30/2017	01/19/2038	Active
Therese Barnes	Employee	3249955	06/30/2017	01/19/2038	Active
Oliver Anderson, III	Employee	3248306	06/30/2017	01/19/2038	Active
Evelyn Brundidge	Employee	3246489	06/30/2017	01/19/2038	Active
Ginger Wade	Employee	10204999	06/30/2017	01/19/2038	Active
Harold Melton	Employee	6787372	06/30/2017	01/19/2038	Active
Carol Hunstein	Employee	10215741	06/30/2017	01/19/2038	Active
Heidi Faenza	Employee	3248674	06/30/2017	01/19/2038	Active

Report Date: 11/26/2018 05:47:20 Page 1

1. **Name:** Name of the User
2. **Type:** Type of User (Employee or Temporary)
3. **Tag Code:** External number of the Access Badge
4. **Tag Start:** Date that the Access Badge was issued
5. **Tag Expire:** Date that the Access Badge will expire
6. **Tag Status**: Status of the Access Badge (Active, Inactive, Expired, etc.)

Report Features:

Formatting the report results

- Click on the column that you would like to modify the formatting

Agency Tag Holders

Name	Type	Tag Code	Tag Start	Tag Expire	Tag Status
Arthur Mullover	Employee	10252018	11/02/2017	12/29/9999	Active
Margaux Panel	Employee	65698	03/22/2018	12/29/9999	Inactive
Marta Mullpost	Employee	69169	03/22/2018	12/29/9999	Inactive
Karyn Handle	Employee	35464	03/22/2018	12/29/9999	Active
Jason Tempest	Temporary	32218	03/22/2018	12/29/9999	Inactive
Allen Perry	Temporary	322185	03/22/2018	12/30/9999	Inactive
Dora Jamb	Employee	81764	03/22/2018	12/30/9999	Inactive
Scarlett Casing	Employee	69424	03/22/2018	12/29/9999	Inactive
Djarim Archway	Employee	22424	03/22/2018	12/30/9999	Inactive
Daphne Gates	Employee	36933	05/21/2018	12/29/9999	Active
Becky Port	Employee	468694	05/10/2017	12/31/9999	Active
Tanya Bolt	Employee	4445544	05/22/2017	06/16/2017	Active
Jarius Sills	Employee	211021	05/10/2017	12/29/9999	Active
Amber Gates	Employee	56567	10/31/2017	12/29/9999	Active
Olga Mullpost	Employee	66569	04/10/2017	12/29/9999	Active
Richard Hatch	Employee	22284	04/17/2017	12/31/9999	Inactive

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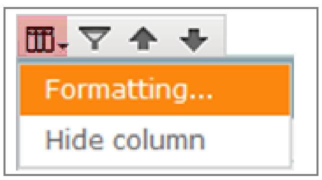
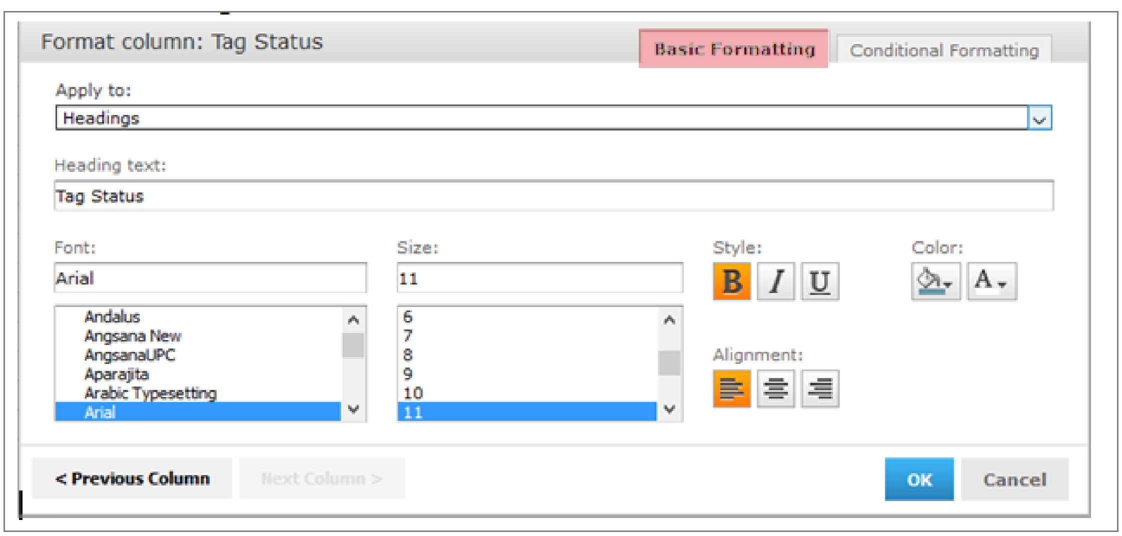
- Click the action you would like to take on the option bar 

Basic Formatting

Format Column



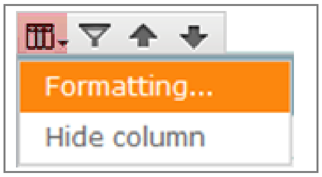


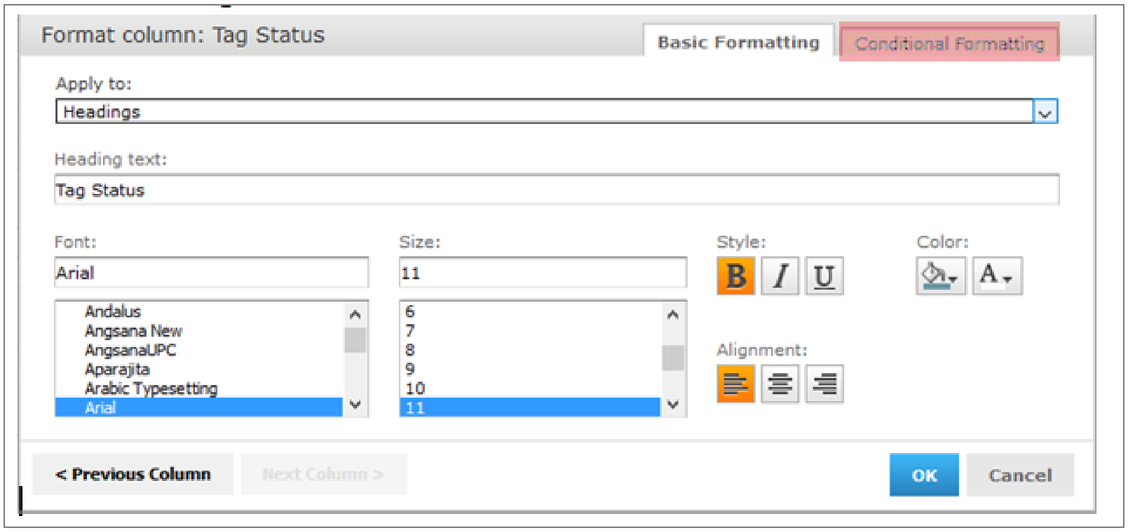
a) **Apply to:**
   i) Headings applies the formatting of the Column Header
   ii) Detail Rows applies the formatting of the Rows

b) **Heading Text:** Change the text of the Column Header

Conditional Formatting

Format Column

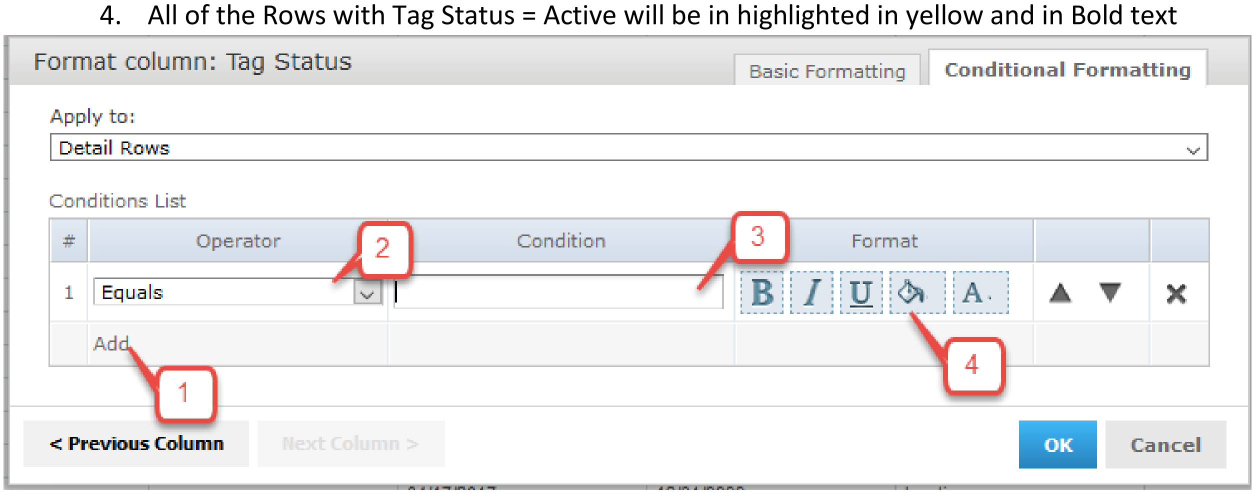




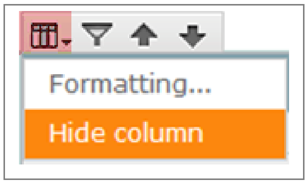
- Applies formatting to Rows according to the conditions you set
    - Click **Add**
    - Select the Operator
    - Select the Condition
    - Select the formatting

Example: Format column: Tag Status

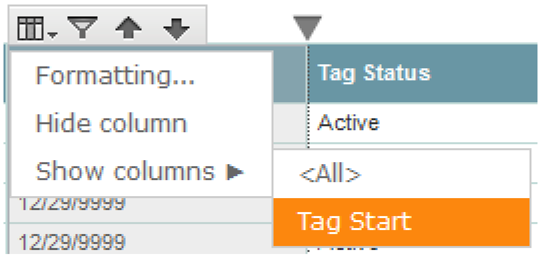
1. Operator: Equals
2. Condition: Active
3. Format: Bold / Fill Color = Yellow
4. All of the Rows with Tag Status = Active will be in highlighted in yellow and in Bold text



- **Hide Column**



  - To hide a Column, click XXXxxxxx → Hide Column
  - The Column will be removed from the Report
  - To unhide a hidden column, click the Column Header → Show Columns → select the Column that you want to be unhidden



Filter Results

To Filter the Report Results,

Click the Column Header you want to filter the Report on

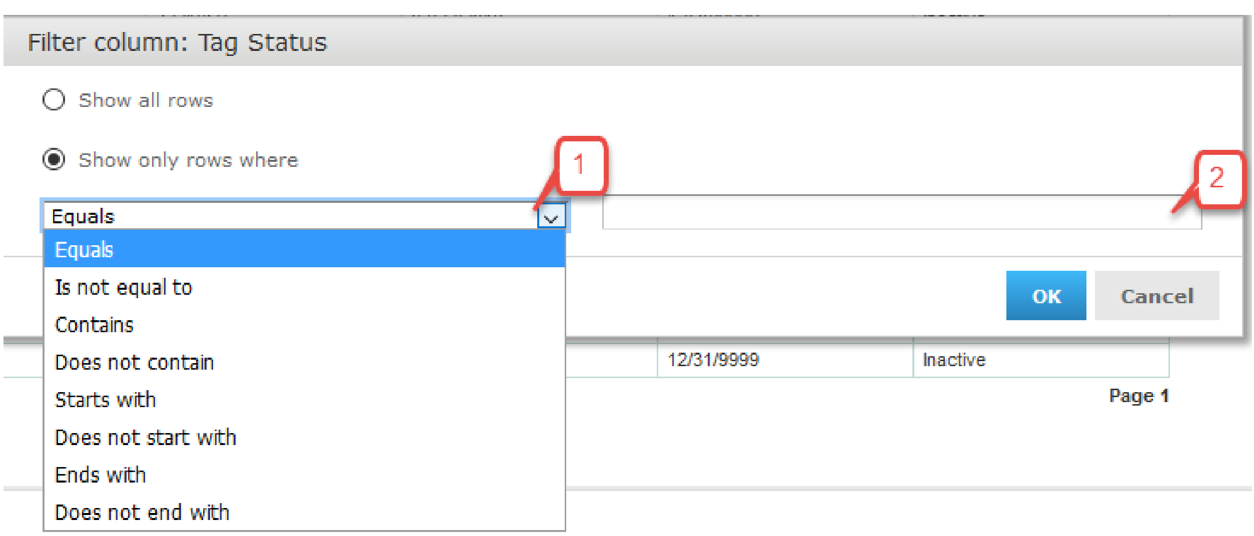
1. Select the operator you would like to filter on
2. Enter in the Filter criteria

   Ex: Filter column: Tag Status

   Operator: Equals

   Filter criteria: Active

   The report will only display Rows that where Tag Status is Active



Sort Ascending

Sort Rows in acsending order according to the Column

Sort Descending

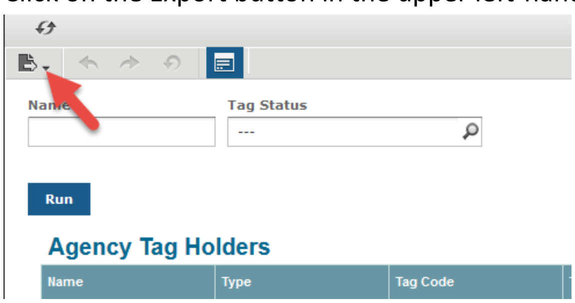
Sort Rows in descending order according to the Column

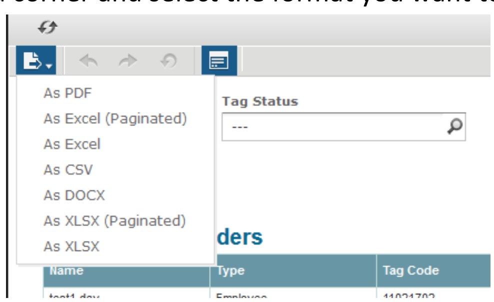
Export file

You can export the Report in several Formats

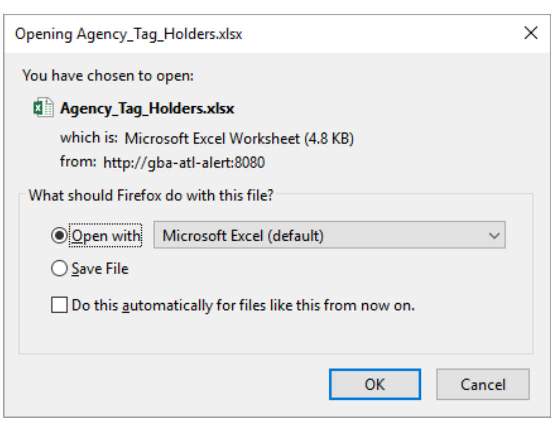
As PDF	PDF format
As Excel (Paginated)	MS Excel
As Excel	MS Excel
As CSV	Comma Separated Value
As DOCX	MS Word 2007 and above
As XLSX (Paginated)	MS Excel 2007 and above
As XLSX	MS Excel 2007 and above

Click on the Export button in the upper left-hand corner and select the format you want to export the report into





Open or Save the Report

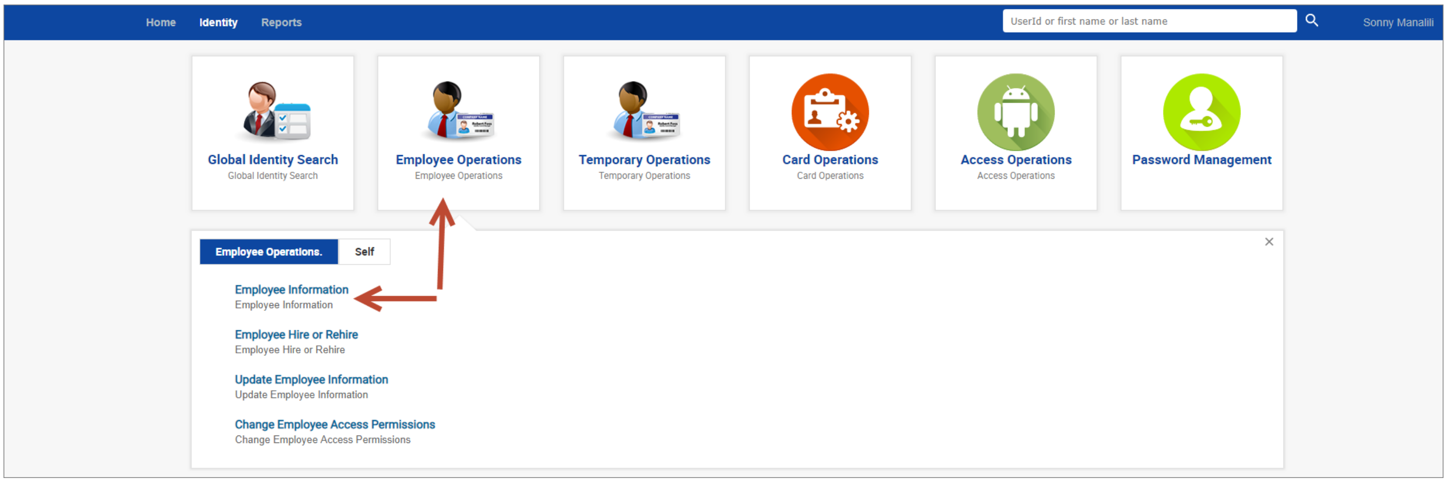


System Operations:

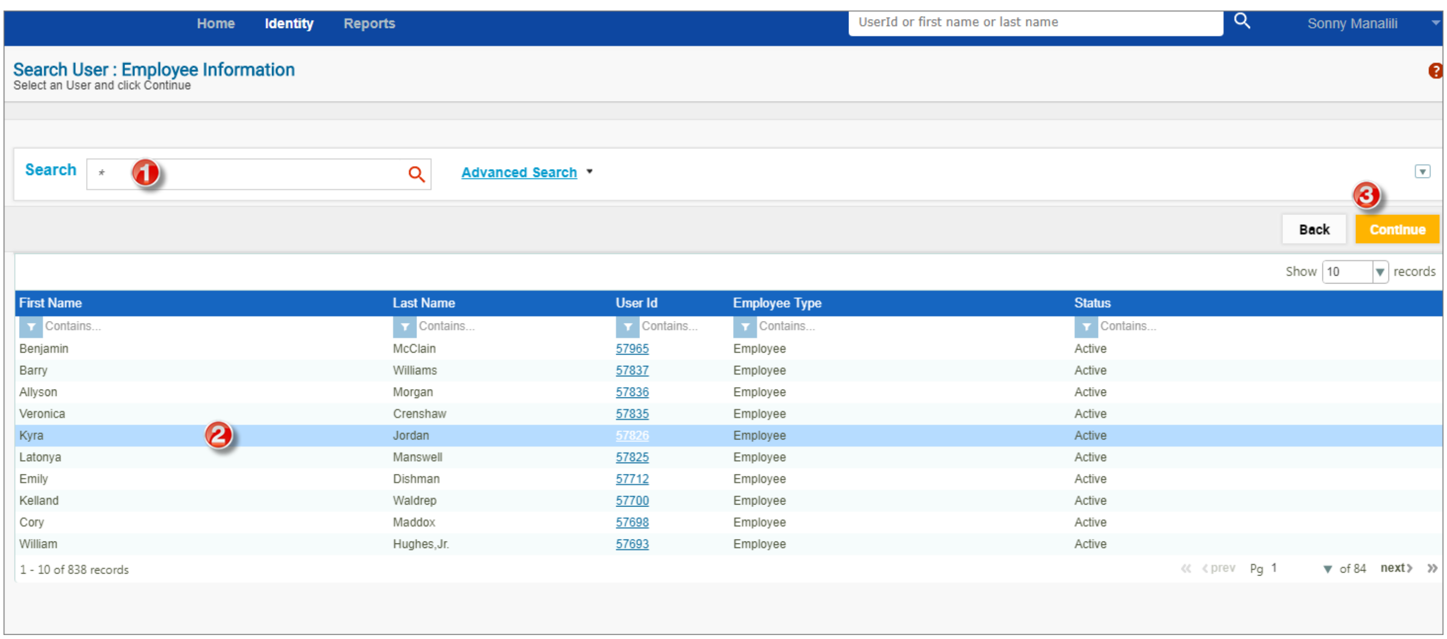
Employee Operations:

Employee Information:

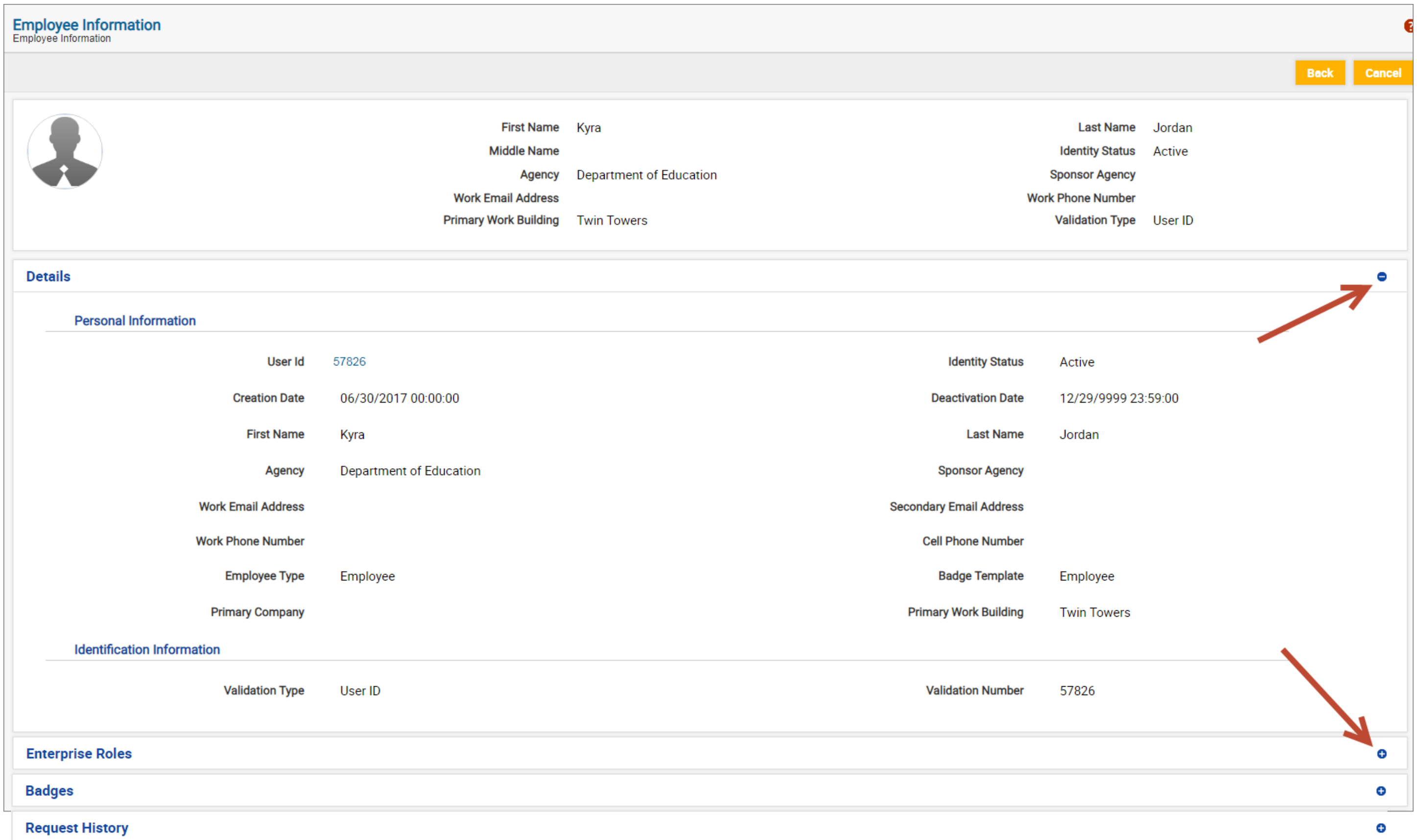
- To display detailed information about your past or present employees you would use the Employee Information link.
- Since these are Agency specific employees, the information presented is much more detailed than what is available in Global Identity Search Pod.
- In the Identity Tab…select Employee Operations POD…and Select the Employee Information link.



1. In the search box begin by typing the UserID, First Name, or Last Name of your employee or simply use an "*" to get a list of all employees.
2. Select the employee by clicking on the correct row.
3. Click on the "Continue" button.



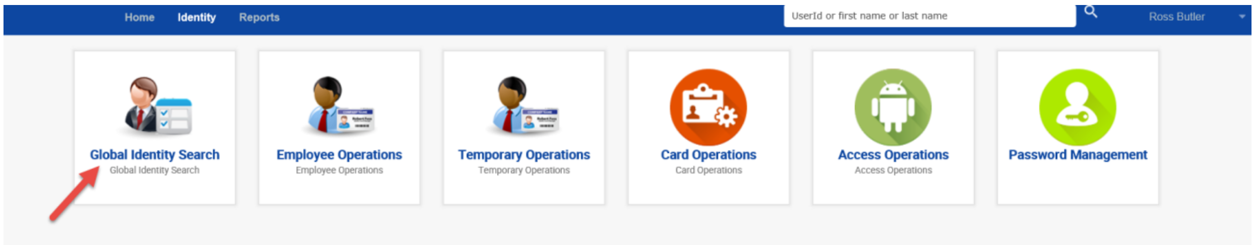
- The information presented includes:
    - **Employee Details:** Email Address, Primary Work Building, PeopleSoft ID, Validation Type and Number, etc.
    - **Enterprise Roles:** Access roles that the Employee has.
    - **Badges:** A complete history of all Access Cards the user has had. Active Access Cards will be at the top of the list.
    - **Request History:** A complete history of every action item that has been done on the Employee…includes addition or removal of Access Roles, addition of any new Access Cards, etc.
- Click on the "+" to expand a section and on the "-" to collapse it back down.



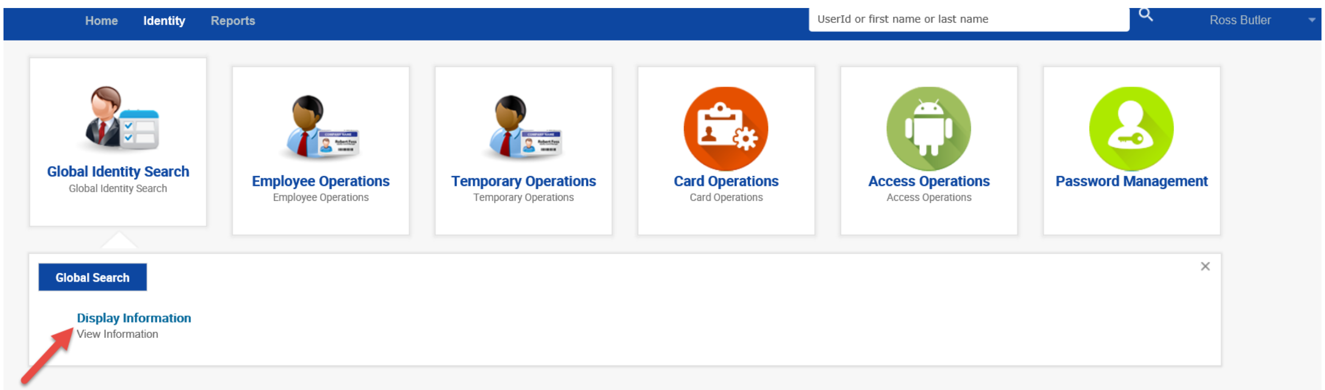
Employee Hire or Rehire Process:

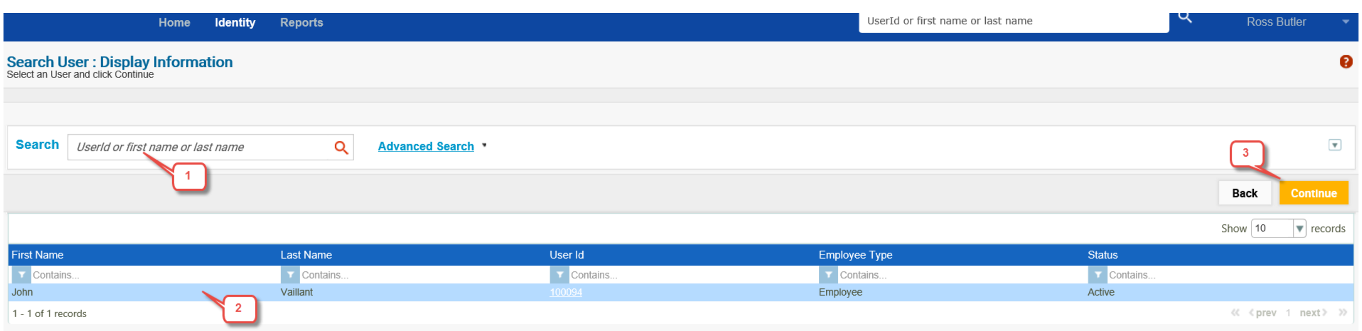
Global Identity Search:

- The first step in hire/rehire of an Employee or Temporary is to do a Global Identity Search to determine if the identity has ever existed in the access control system at any time and thereby avoid duplication of an individual. Note: Failure to do this step could result in the work item request being rejected by the Parking and Access Office should they find a duplicate. Rejected work items must start over from the beginning.
    - Click on Identity→Global Identity Search pod



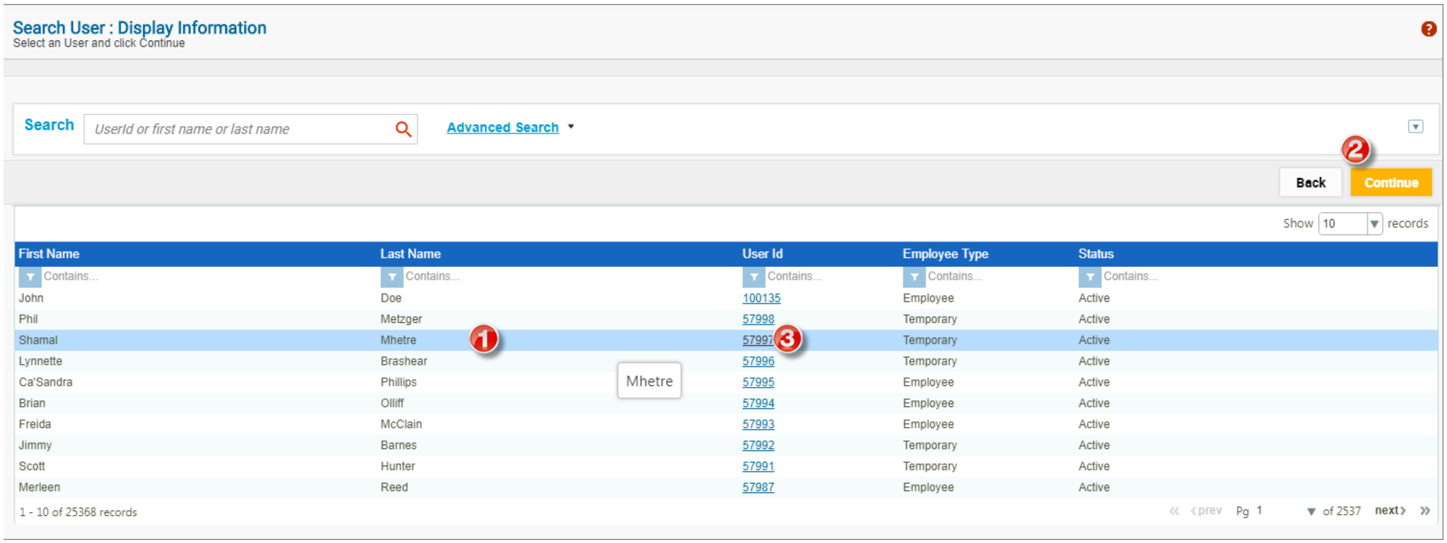
- Then click on Display Information tab





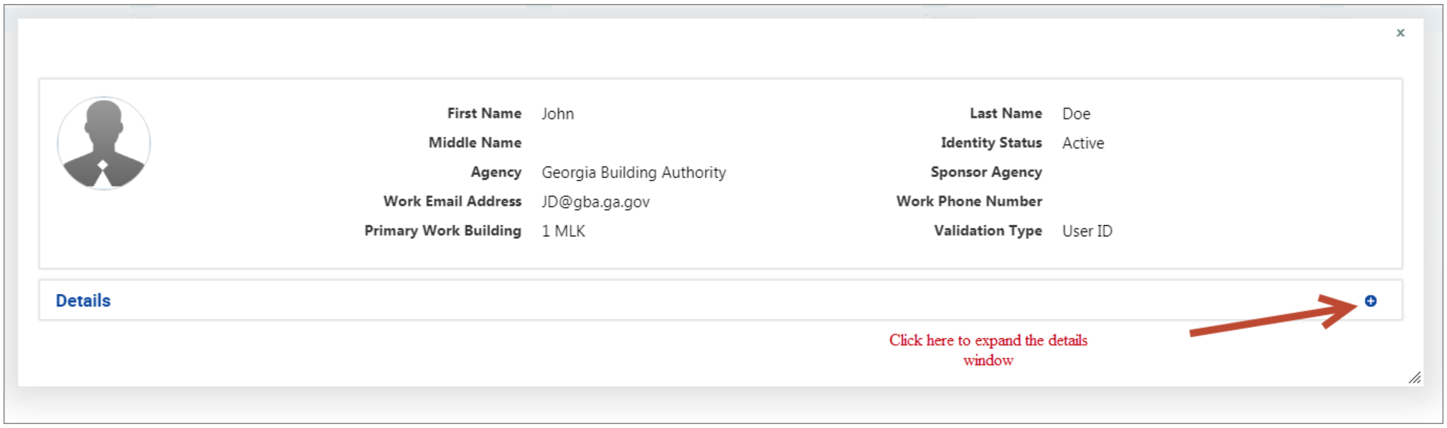
- In the search box you can enter the userid, the first name, or the last name of the individual you are searching for. The search box will start listing the names matching the characters as you enter them.
    - You can also use an "*" in the search box to display all possible choices…this works for any search box on any screen.
    - If you use a double "**" you get a list of all users in a dropdown box to select from…this works for any search box on any screen.
- One final option available is to click on the Advance Search link to open up more fields to further refine the search. Note: The more thorough you are in checking the less chance of having the request rejected.
- *If all search attempts do not find the user in the system, then you can proceed to the Employee Operations POD to continue with the Employee Hire or Rehire.*

- *If you do find the user in the system, then you select the user or you can click on the UserID link of the user to get the Validation Method and Validation Number.*

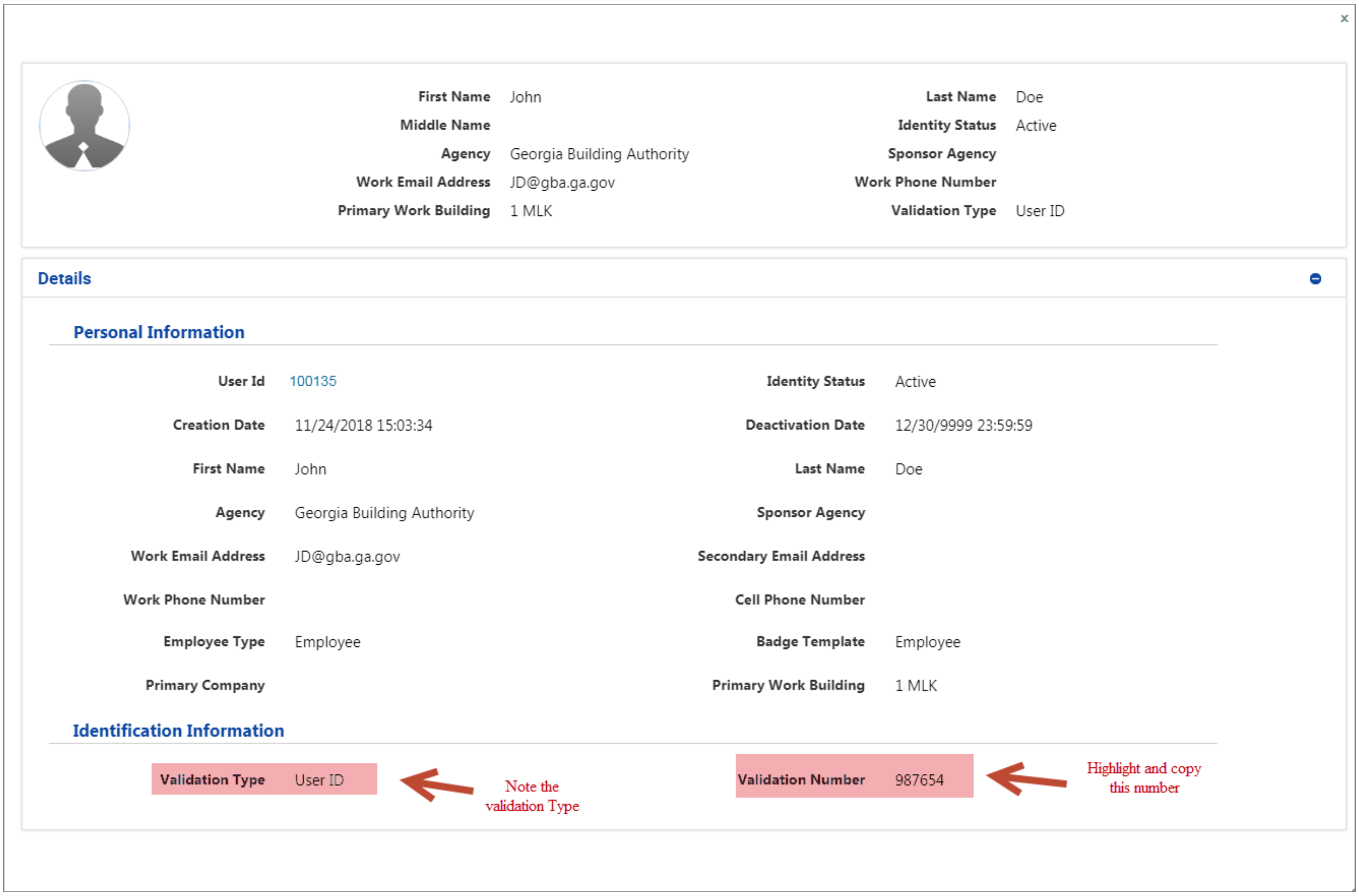


1. Select row as shown above
2. Click on the "Continue" button
3. Or you can simply click on the UserID link.

- This will bring up the user information screen …look at the picture and details to make sure you have the correct individual.
- If this is the correct individual…then click on the "+" next to details to expand the details window



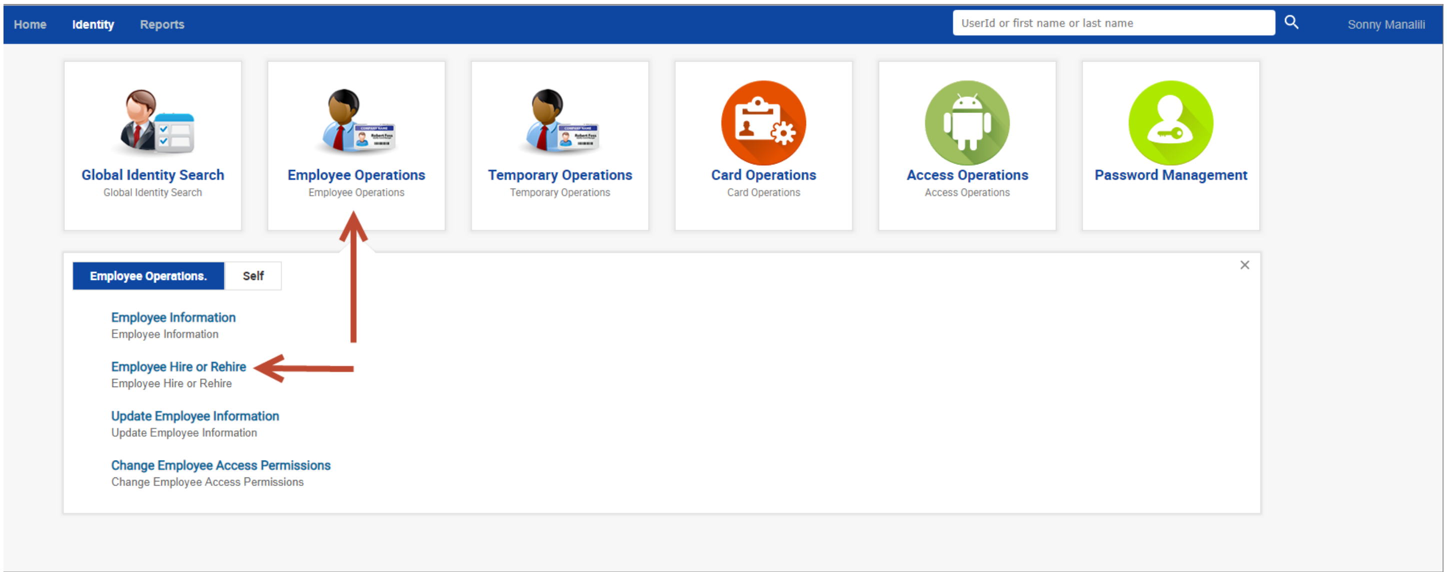
- What you are looking for is how this user was validated in the system…it could be any number of methods such as PeopleSoft ID, UserID, Driver's License Number, etc.
- You will need to note the Validation Type and highlight and copy the Validation Number.



- Once you have this information you can proceed to the Employee Operations POD and continue with the Employee Hire or Rehire.

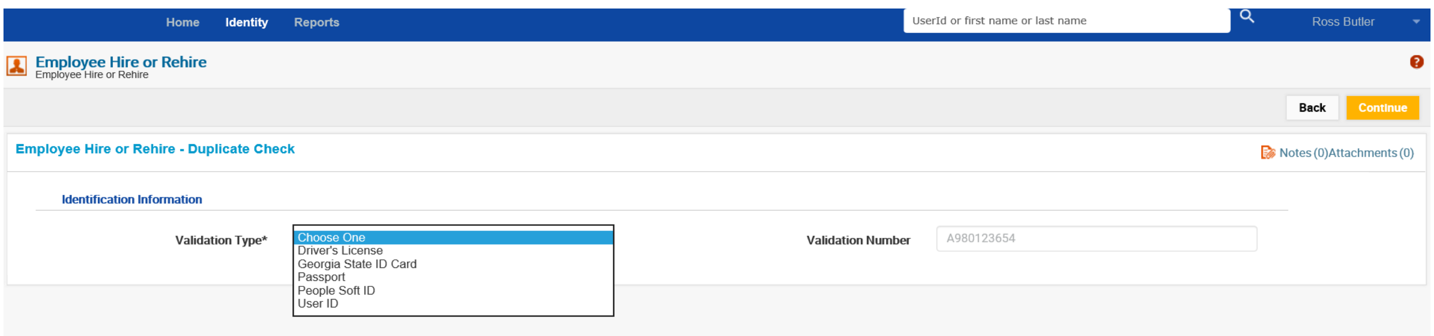
Hiring the Employee:

- On the Identity Tab
- Select the Employee Operations pod
- Click on the Employee Hire or Rehire link

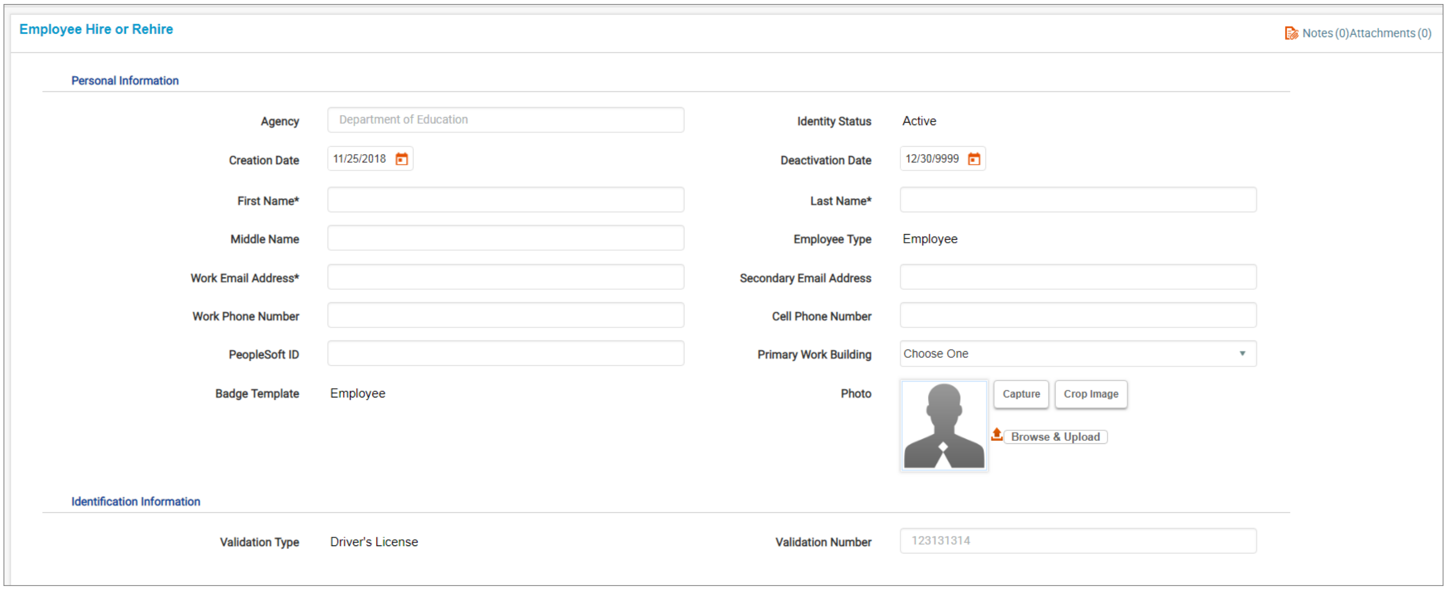


New Identity:

- If you did not find the individual when doing the Global Identity Search this would be a new Employee.
- Select the Validation Type (could be any option but UserID since this user does not have an ID).
- Then enter the Validation Number that corresponds to the Validation Type you selected…If you picked Driver's License then number would be the Driver's License Number, etc.
- Click on the "Continue" button.



- You will be taken to the following screen where you will fill in all the required information for the new user.
- Click on the "Continue" button once you have entered the data.

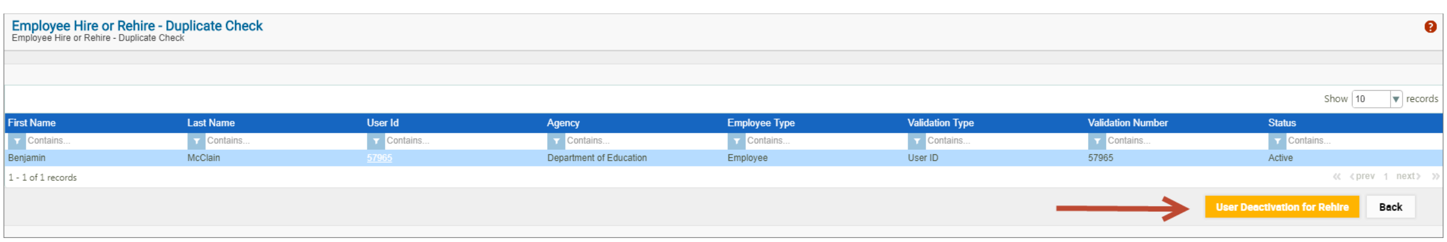


Existing Identity:

- If you did find the individual when doing the Global Identity Search this would be a rehire.
- Select the Validation Type that matches what you found for the individual when doing the Global Identity Search.
- Then paste the Validation Number that you copied for corresponding Validation Type.
- Click on the "Continue" button.
- Depending on the status of the individual you will be presented with one of the following:

Active Employee in Your Agency:

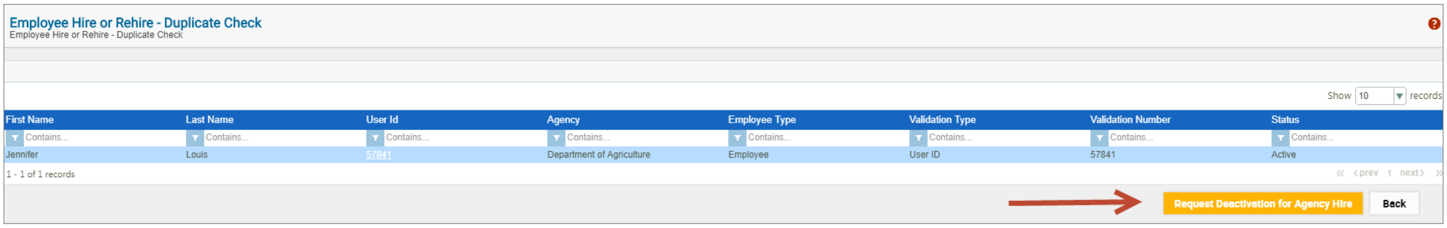
- If you are doing a rehire on an individual that is already active within your Agency then this is probably due to the individual having left the Agency and is now returning.
- You will be presented with the following screen where you will deactivate the individual in order to do the rehire by clicking on the "User Deactivation for Rehire" button.
- The deactivation is for a number or reasons:
  - The Deactivation will Inactivate the old Access Card.
  - The Deactivation will clear any existing roles the user currently has.
    - The roles are cleared because the user may not be coming back in the same capacity.
  - The Deactivation will ensure that any existing Parking is cleared so they are able to get a new permit.



Active Employee in Another Agency:

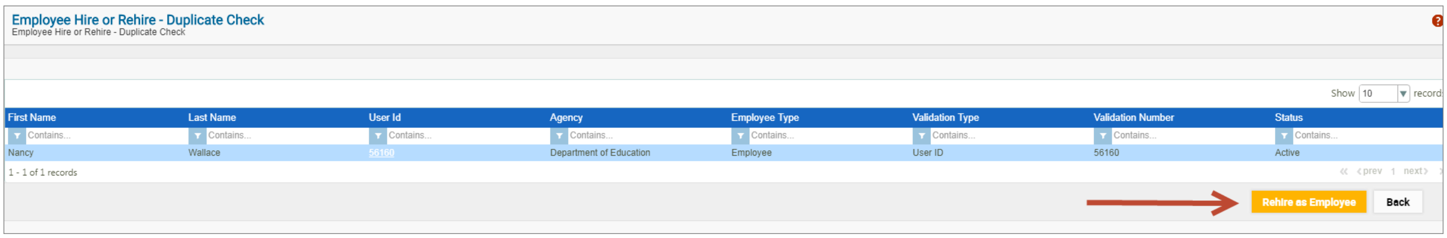
- If the individual you are trying to hire is an active employee within another Agency it is probably due to the individual switching agencies.
- In this instance you will be presented with the following screen where you will need to request a Deactivation from the agency that the individual is still active in. Click on the "Request Deactivation for Agency Hire".

- This will generate an email to the agency access coordinator that the individual is still active in requesting them to do a deactivation.
- This will also create a work item in your Home tab under “My Requests”.
- When the deactivation is complete you will receive an email that will allow you to proceed with the rehire.



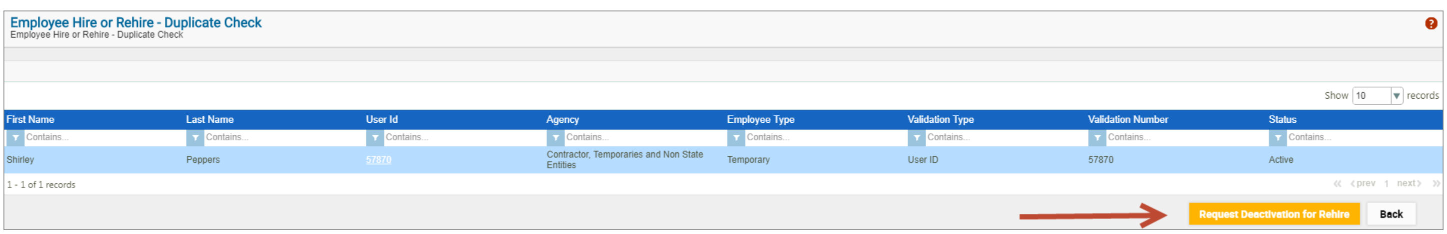
Inactive Employee in Any Agency:

- If the user already deactivated regardless of which Agency they were last in you will be presented with the following screen where you simply select the “Rehire as Employee” button to proceed.



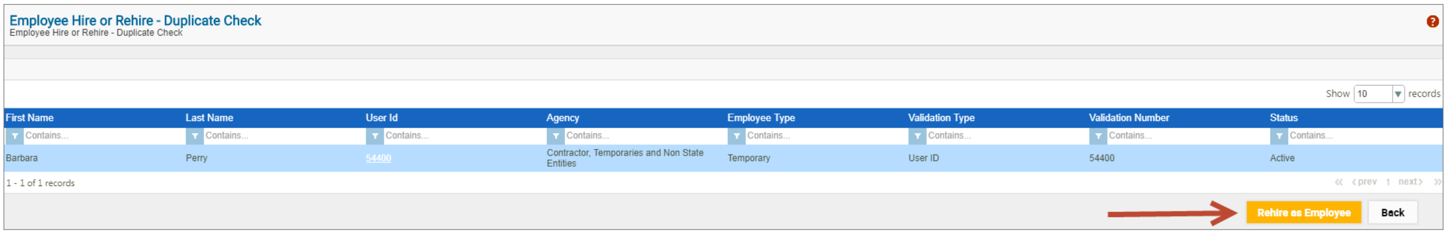
Active Temporary in Any Agency:

- This situation would occur if a contractor or other Temporary Employee was coming on board to be a State Employee.
- If the individual is listed is still an Active Temporary regardless of the Agency they will need to be deactivated before you will be able to do the rehire.
- This is similar to an active employee in another agency. You will be presented the following screen where you will click on the “Request Deactivation for Rehire”.
- All Temporary Employees are in an agency called “Contractors, Temporaries, and Non-State Entities” which allows them to work across all agencies. So the request for deactivation will go to the Parking and Access Office.
- Clicking on the link will generate an email to the Parking and Access Office requesting them to do a deactivation.
- This will also create a work item in your Home tab under “My Requests”.
- When the deactivation is complete you will receive an email that will allow you to proceed with the rehire.

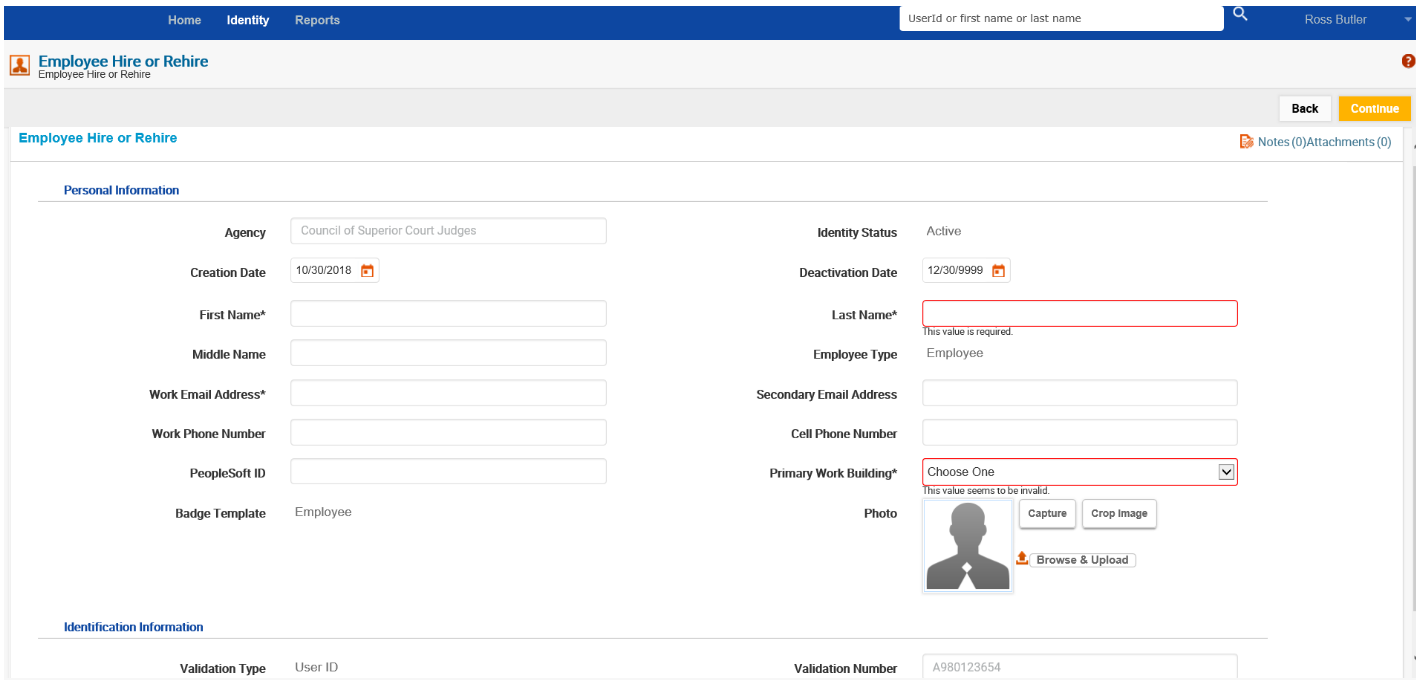


Inactive Temporary in Any Agency:

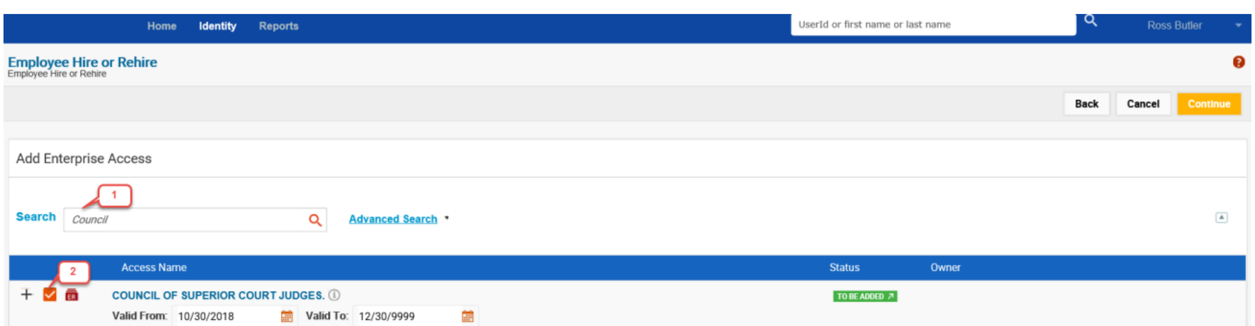
- This will work exactly like the Inactive Employee regardless of Agency. You would be presented the following screen where you would simply click on the “Rehire as Employee” button to continue.



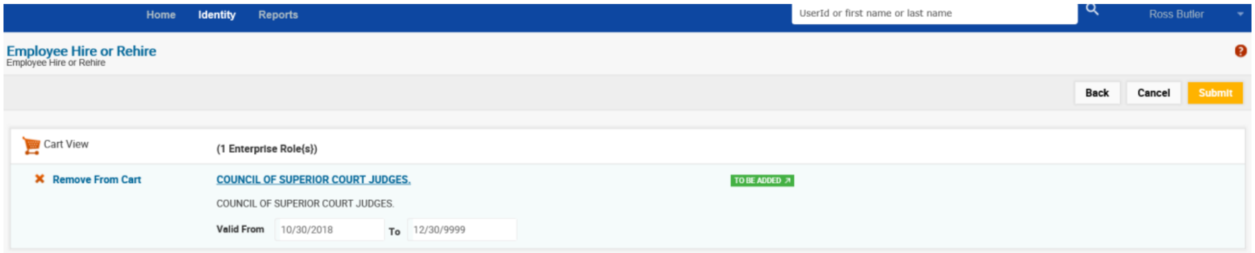
- Once the individual has been cleared to be hired/rehired, regardless of the path taken above, the end result is a user information screen.
  In this screen you will fill in the employee details and make appropriate selections including primary work building and photo capture/upload if applicable. Note: Agency, Identity Status, Creation Date, Deactivation Date, Badge Template, Validation Type, and Validation Number are read-only fields.
- Click continue to enter role information.



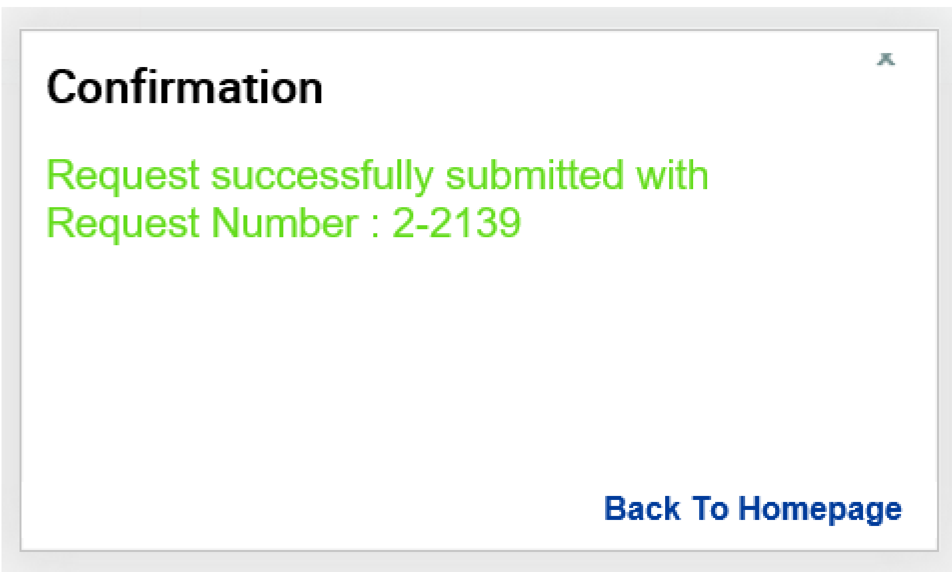
- Add Enterprise (Agency) Access Roles in the next screen.
  1. In the search box begin typing the name of an Agency Access Role or use the "*" to display all roles and click enter on your keyboard
  2. The search results will be displayed as a list below the search box. Check/select the box (as highlighted in the sample below) to select the role(s) and click on the "Continue" button.



- This basically functions like a shopping cart view.
  - You can use the “back” button to return to the previous screen if you missed a Role.
  - You can remove a role from the cart if you selected one in error by clicking on the “Remove From Cart” link next to the role you want to remove.
- Once all selections are made click on the “Submit” button to route the request to Parking and Access Office.



After you submit the request, a popup message with a request number is displayed confirming your submission. Please use this request number as a reference in your communications.

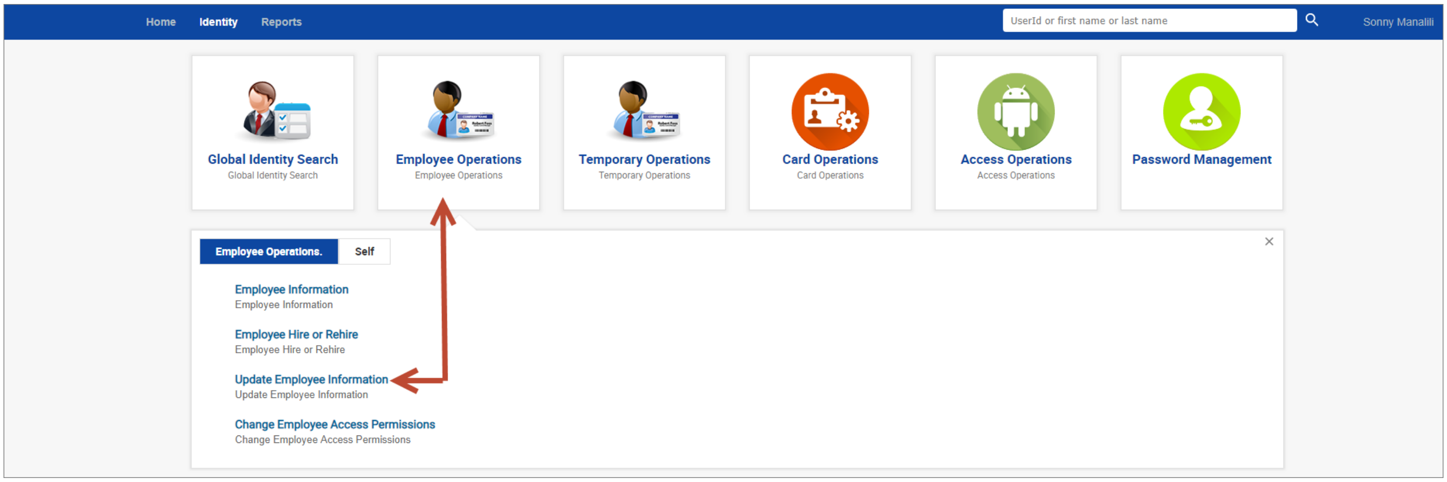


- Submitting the request will also create a work item with the number listed above in your “Home” page tab under “My Requests”.

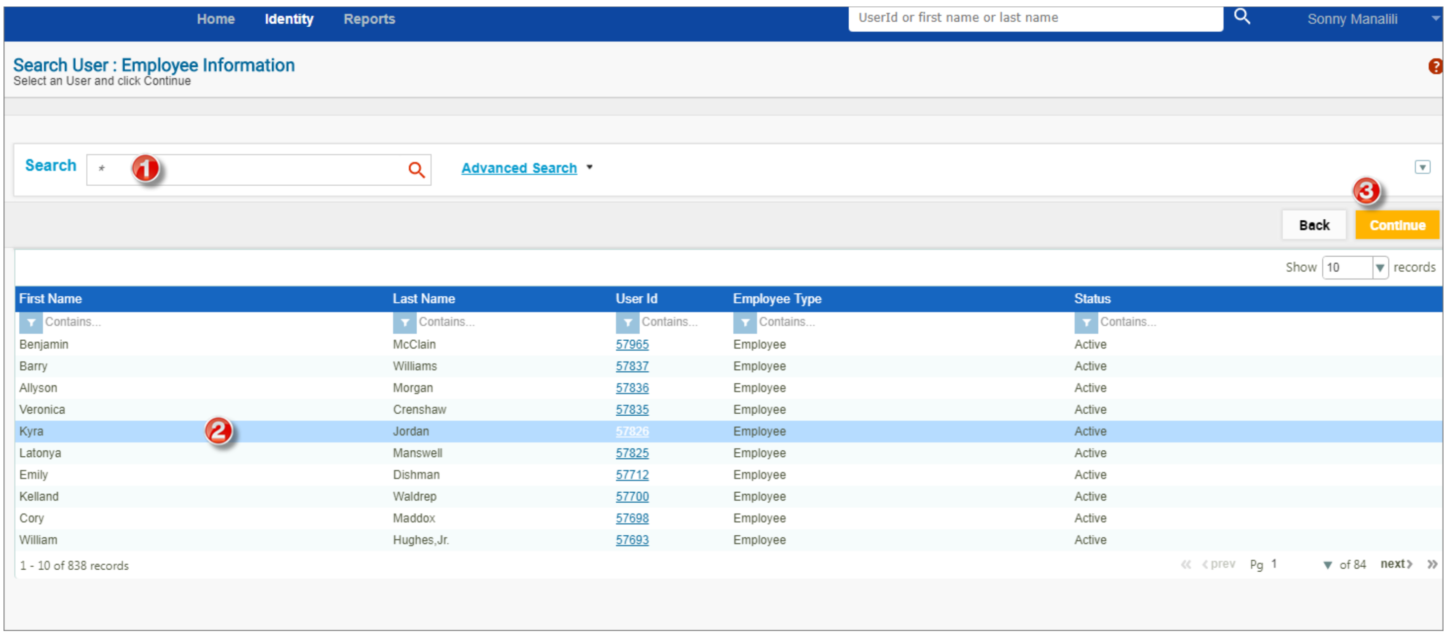
5. The Parking and Access Office will notify you when to send over the employee to pick up his or her Access Card.

Update Employee Information:

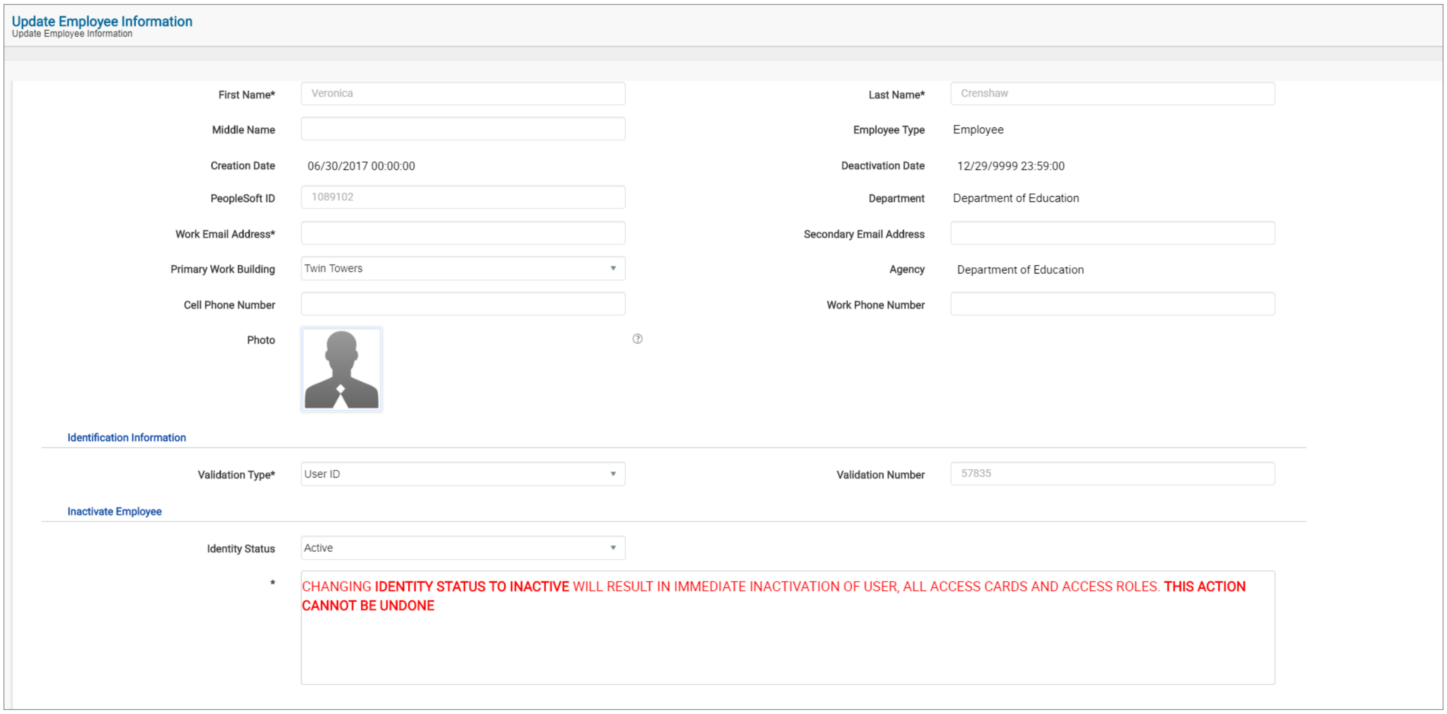
- The update employee information is where you would go if you wanted to change and/or add information to existing employee.
- This is also where you would go to deactivate an employee that is no longer with your Agency.
- In the Identity Tab…select Employee Operations POD…and Select the Update Employee Information link.



1. In the search box begin by typing the UserID, First Name, or Last Name of your employee or simply use an "*" to get a list of all employees.
2. Select the employee by clicking on the correct row.
3. Click on the "Continue" button.



- Fields that can be edited will be unlocked. Simply fill in the correct information and click on the "Submit" button.
- To review any changes use the Employee Information link to view the Request History for the Employee.



Update Employee Information
Update Employee Information

First Name*	Veronica	Last Name*	Crenshaw
Middle Name		Employee Type	Employee
Creation Date	06/30/2017 00:00:00	Deactivation Date	12/29/9999 23:59:00
PeopleSoft ID	1089102	Department	Department of Education
Work Email Address*		Secondary Email Address	
Primary Work Building	Twin Towers	Agency	Department of Education
Cell Phone Number		Work Phone Number	
Photo			

Identification Information

Validation Type*	User ID	Validation Number	57835

Inactivate Employee

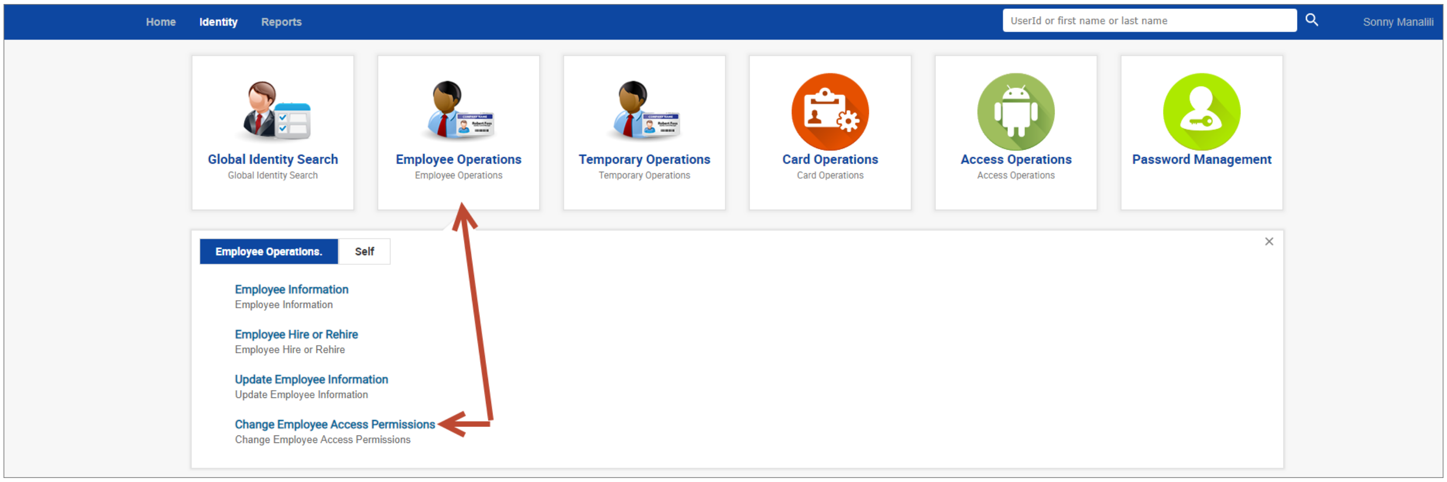
Identity Status	Active
*	CHANGING **IDENTITY STATUS TO INACTIVE** WILL RESULT IN IMMEDIATE INACTIVATION OF USER, ALL ACCESS CARDS AND ACCESS ROLES. **THIS ACTION CANNOT BE UNDONE**

NOTE: A word of caution when updating the Identity Status.

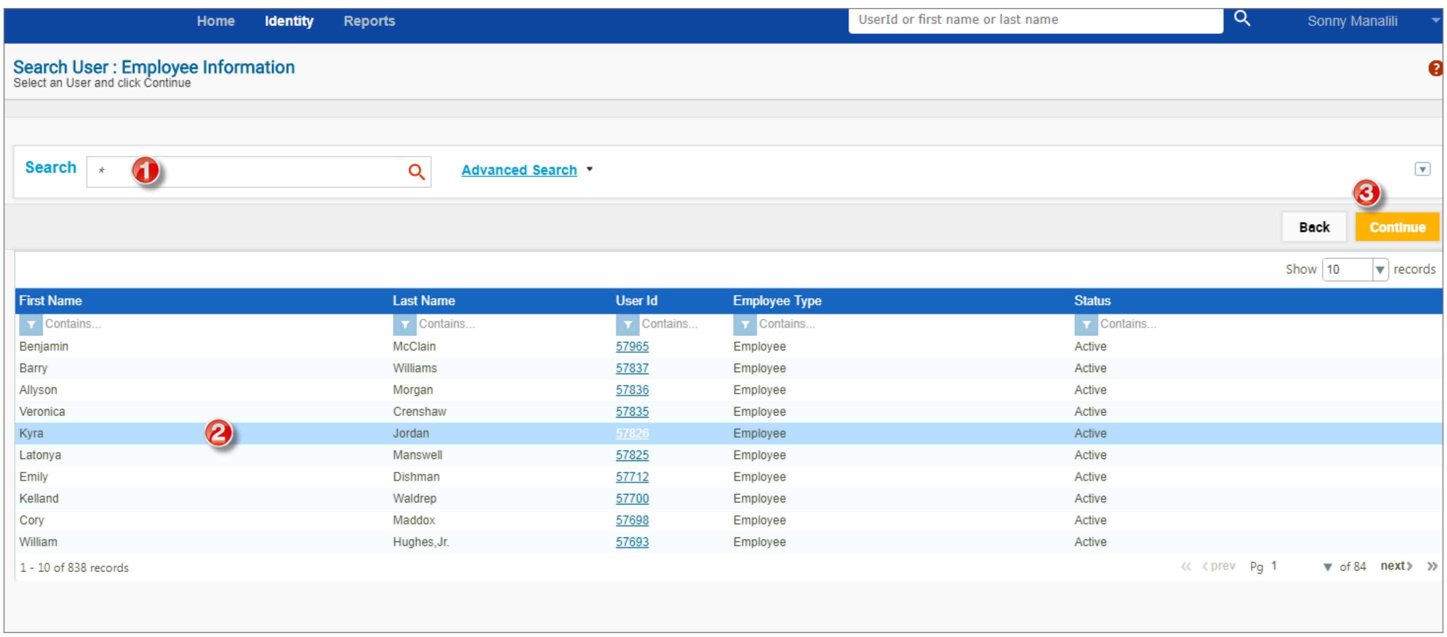
- Be certain you have the correct Employee and are certain about the deactivation prior to changing the Identity Status to Inactive. Once this is submitted it cannot be undone.
    - All access cards will be inactivated.
    - All access roles will be removed.
    - Parking will be notified of the inactivation to determine termination of Parking Privileges.
- If this is done in error the only alternative is to do a complete rehire of the Employee.
    - Any access roles outside of your agency the employee may have had will need to be requested again from each agency access coordinator.
    - There would be a charge for the new Access Card.

Change Employee Access Permissions:

- To add or remove agency specific Access Roles from existing Employees you would use the “Change Employee Access Permissions” link under the Employee Operations POD.
- In the Identity Tab…select Employee Operations POD…and Select the Change Employee Access Permissions link.

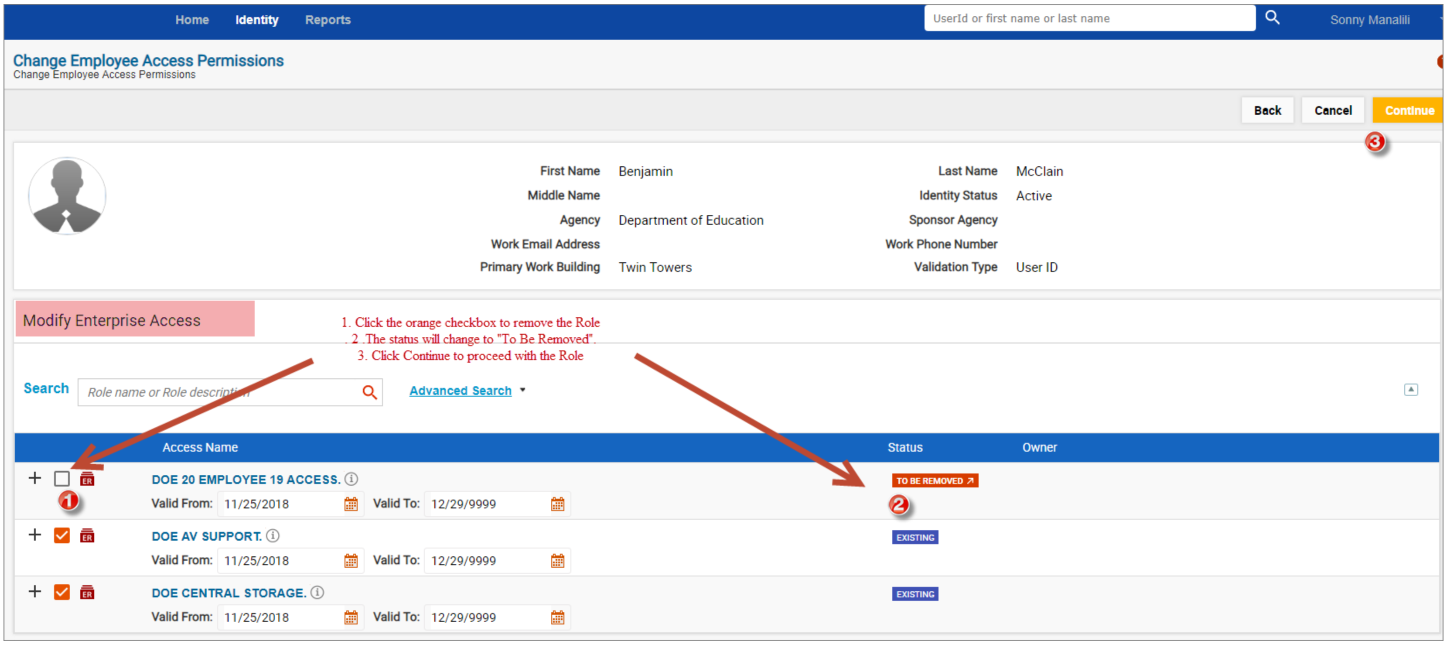


1. In the search box begin by typing the UserID, First Name, or Last Name of your employee or simply use an “*” to get a list of all employees.
2. Select the employee by clicking on the correct row.
3. Click on the “Continue” button.

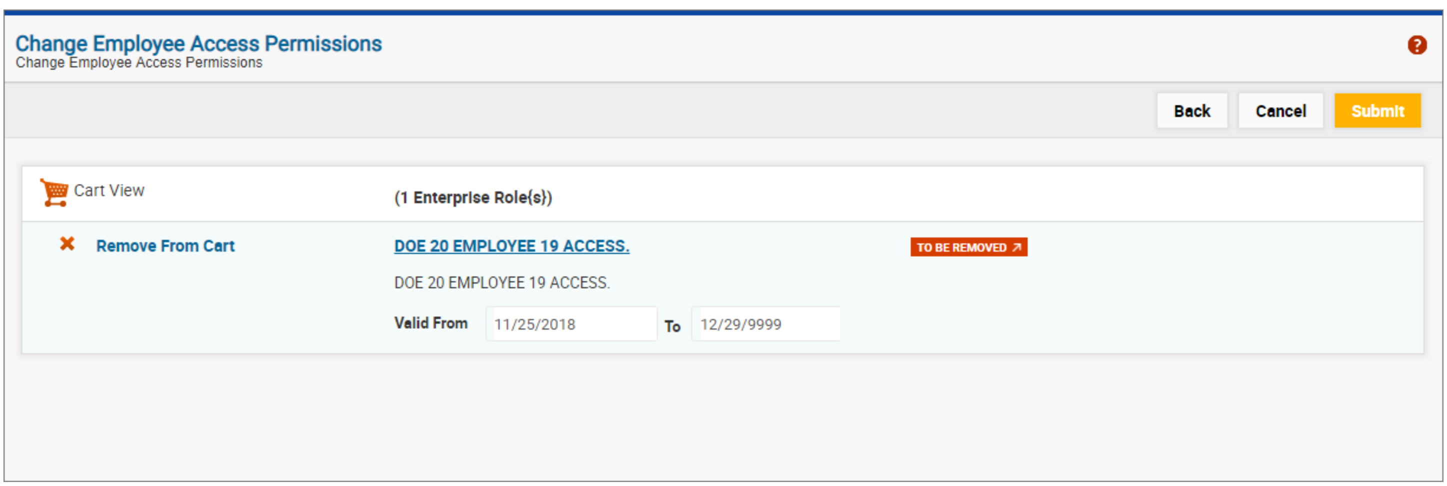


Removing Access Role:

- Once the Employee has been selected and you click the “Continue” button existing Access Roles will automatically populate in the “Modify Enterprise Access” section.
- To remove one or more existing Access Roles click on the orange checkbox to uncheck the selection.
- The label to the right of the Access Role will change from “Existing” to “To Be Removed”.
- Click on “Continue” to proceed.

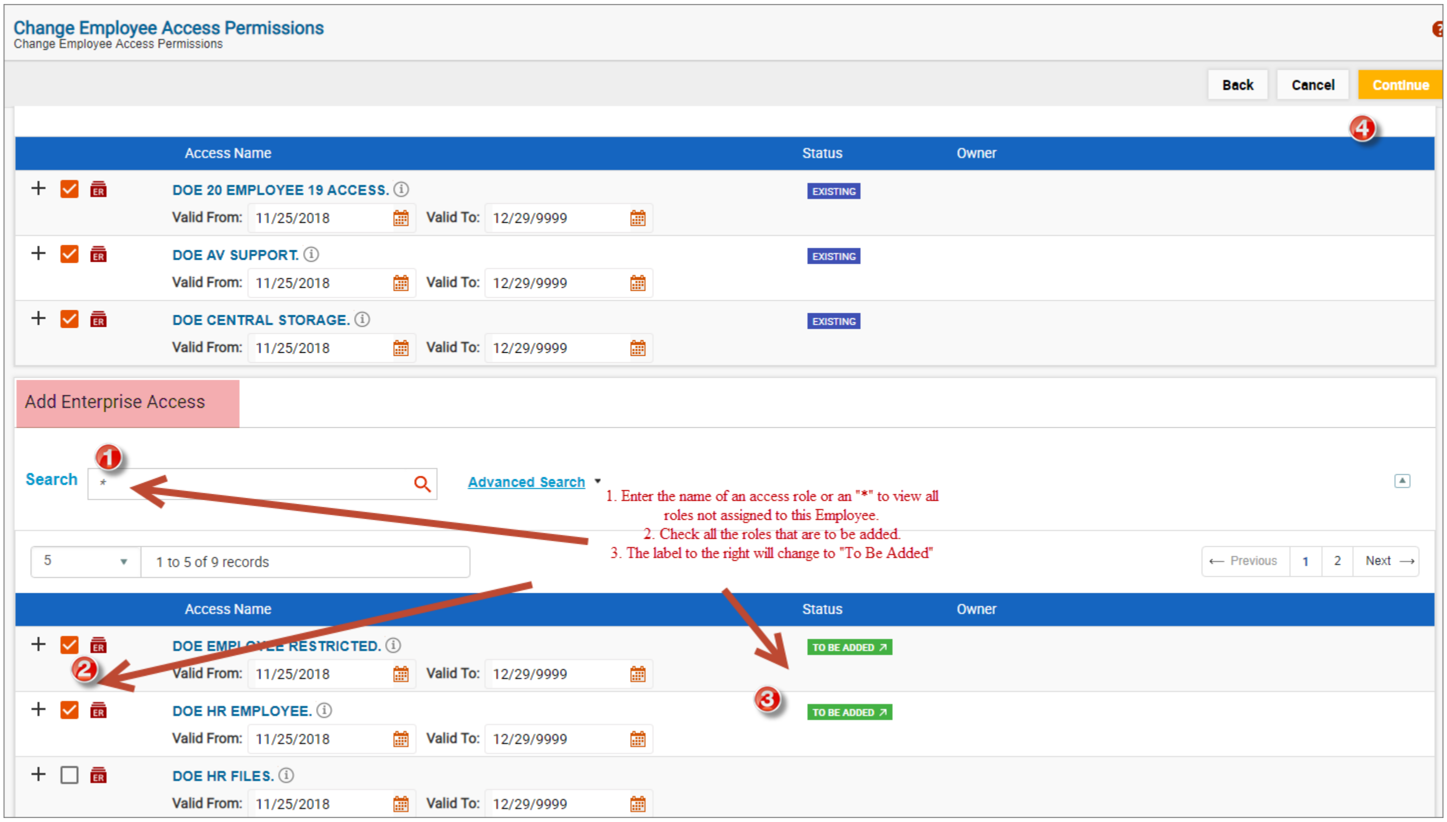


- Once you hit continue you will see another screen to confirm the changes that you are making.
- You can use the “Back” if there are any corrections that need to be made.
- Click the “Submit” button to implement the changes.

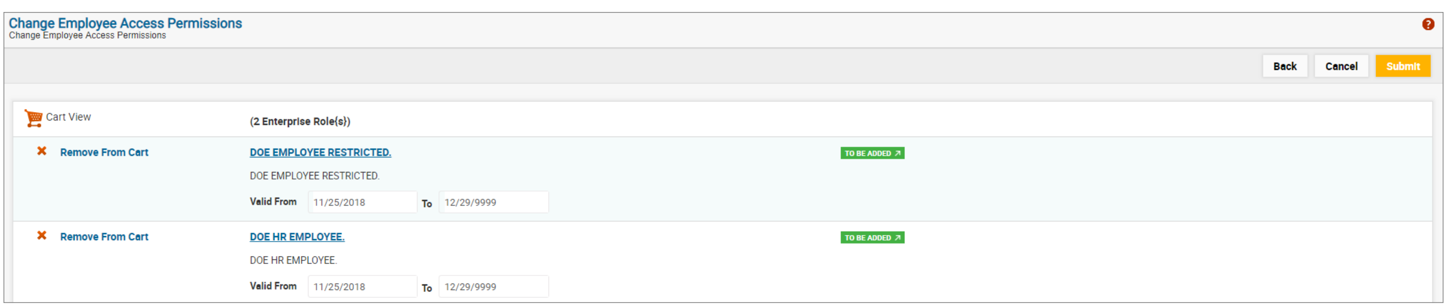


Adding Access Role:

- Once the Employee has been selected and you click the “Continue” button existing Access Roles will automatically populate in the “Modify Enterprise Access” section.
- To add one or more additional Access Roles go to the “Add Enterprise Access” section and in the search box enter the name of your Access Role or simply enter an “*” to get a list of all Access Roles that have not been assigned to this Employee.
- Check all the additional Access Roles to be added. The label to the right of the Access Role will change to “To Be Added”.
- Click on “Continue” to proceed.



- Once you click continue you will see another screen to confirm the changes that you are making.
- You can use the “Back” button if there are any corrections that need to be made.
- Hit the “Submit” button to implement the changes.

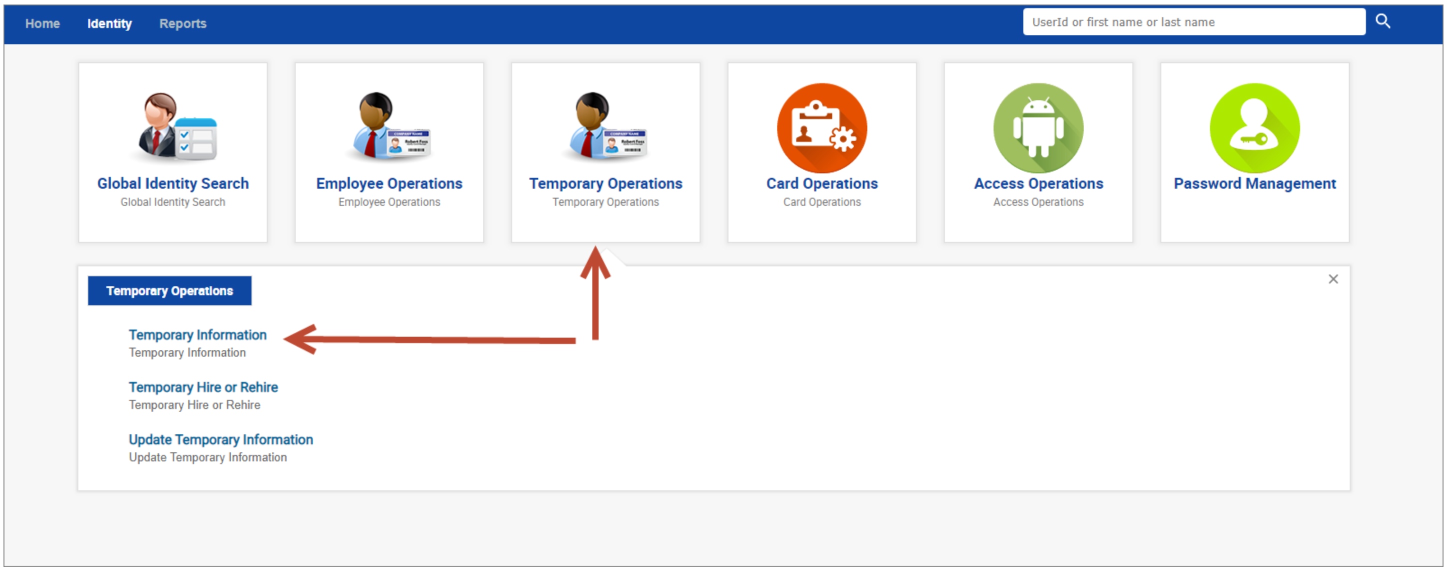


- Note: These operations can be performed at the same time to add and remove roles in a single step.
- Note: Only Agency Employee Access Roles will show when using this link.

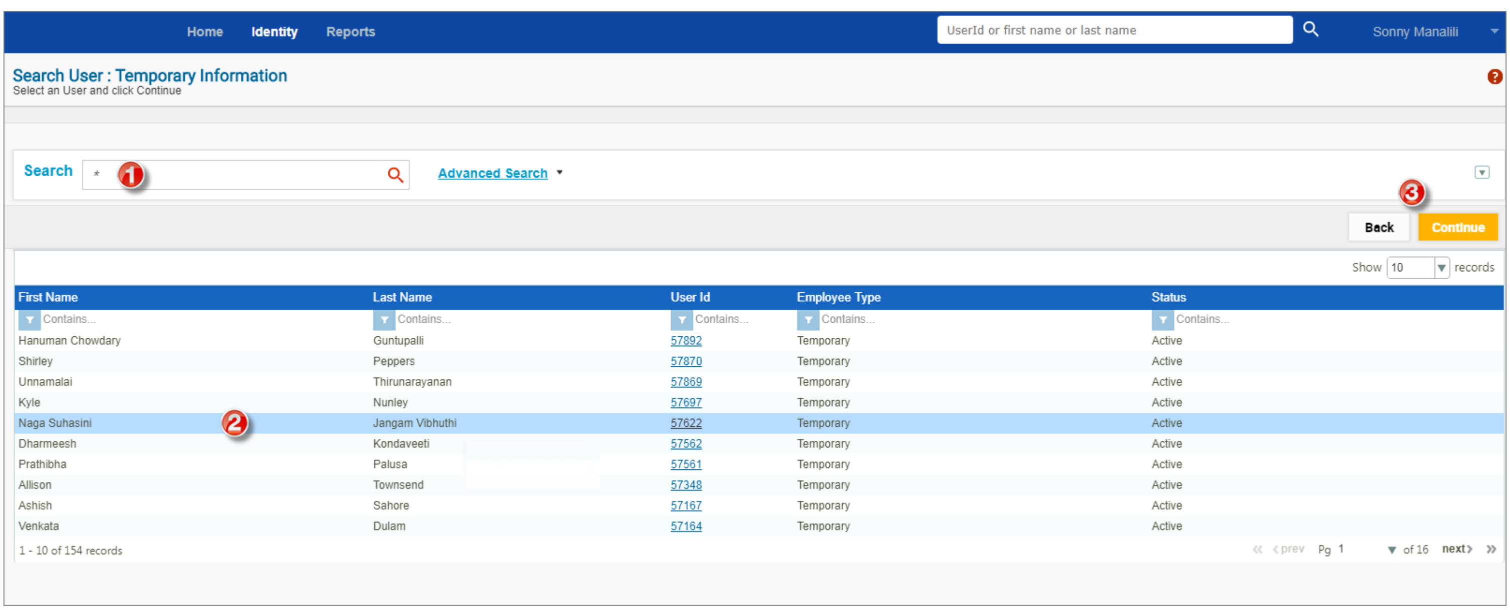
Temporary Operations:

Temporary Information:

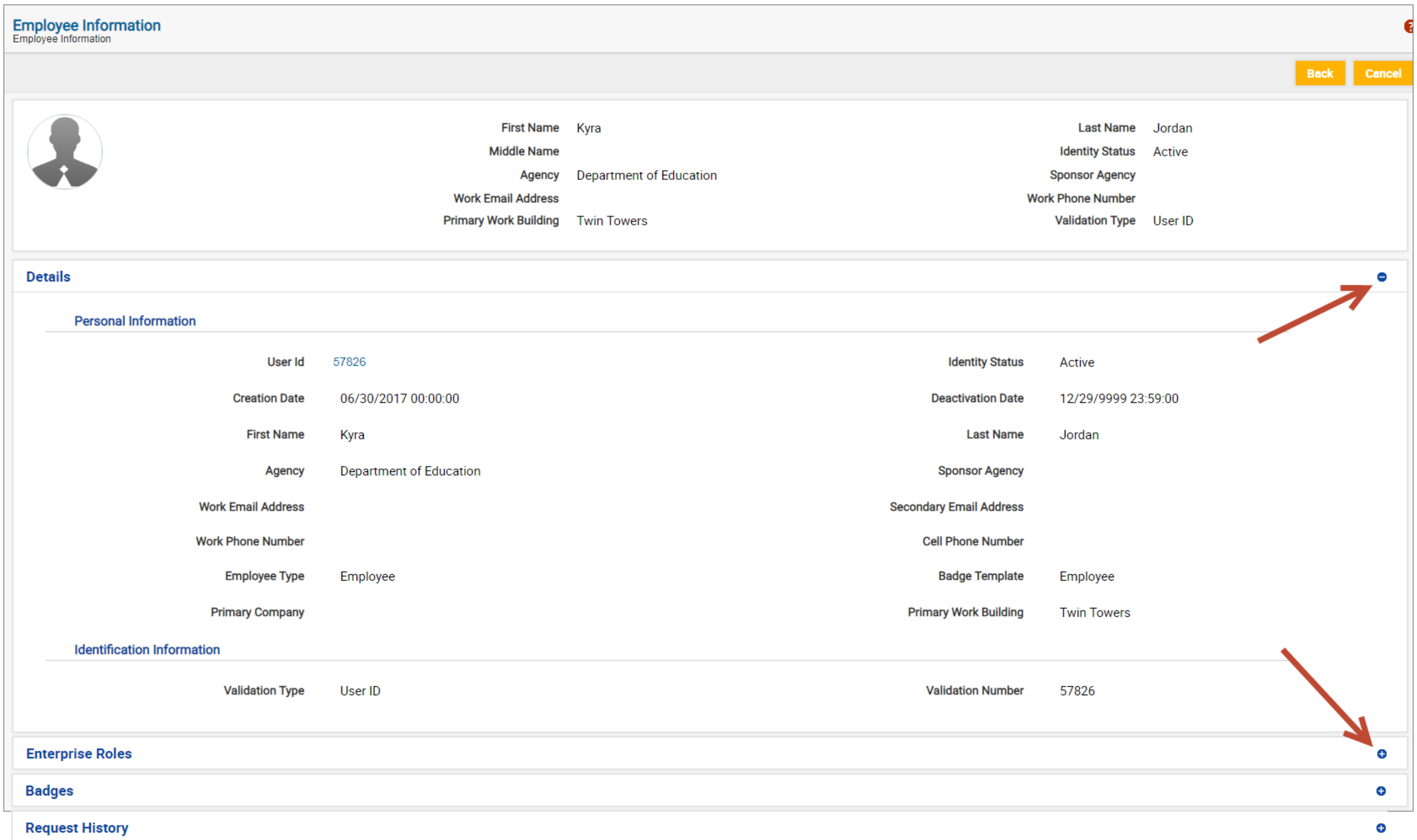
- To display detailed information about your past or present Temporaries you would use the Temporary Information link.
- Since these Temporaries are where you are listed as the Sponsoring Agency the information presented is much more detailed than what is available in Global Identity Search Pod.
- In the Identity Tab…select Temporary Operations POD…and Select the Temporary Information link



1. In the search box begin by typing the UserID, First Name, or Last Name of your temporary or simply use an "*" to get a list of all temporaries.
2. Select the temporary by clicking on the correct row.
3. Click on the "Continue" button.



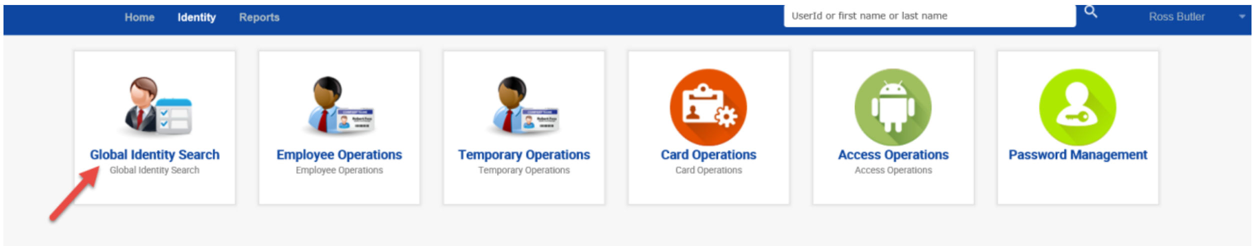
- The information presented includes: (*Screen shot from Employee Information but would look the same*)
    - **Temporary Details:** Email Address, Primary Work Building, PeopleSoft ID, Validation Type and Number, etc. Note: Sponsor Agency would be listed as your Agency.
    - **Enterprise Roles:** Access Roles that the Employee has.
    - **Badges:** A complete history of all Access Cards the user has had. Active Access Cards will be at the top of the list.
    - **Request History:** A complete history of every action item that has been done on the Employee…includes addition or removal of Access Roles, addition of any new Access Cards, etc.
- Click on the “+” to expand a section and on the “-“ to collapse it back down.



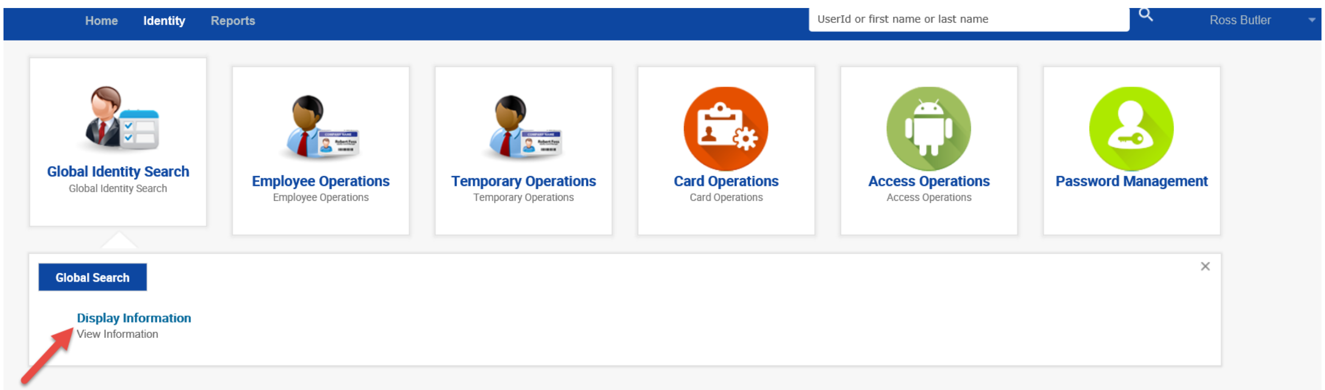
Temporay Hire or Rehire Process:

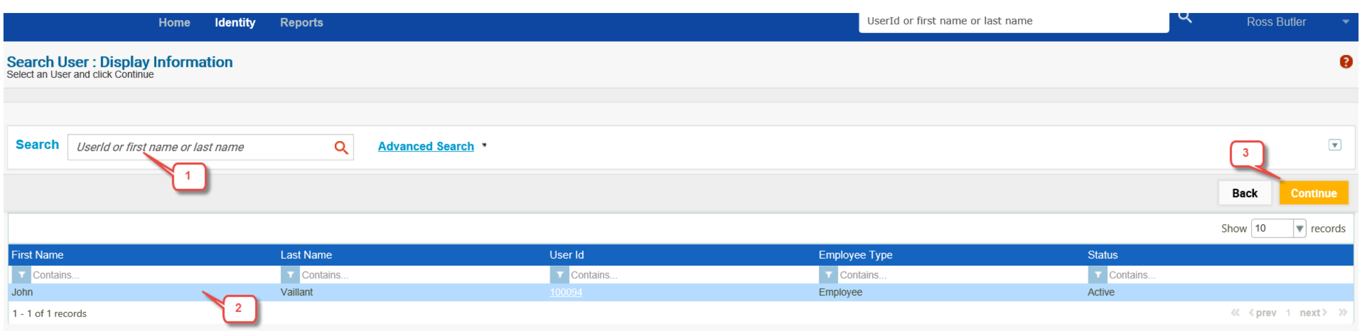
Global Identity Search:

- The first step in hire/rehire of an Employee or Temporary is to do a Global Identity Search to determine if the identity has ever existed in the access control system at any time and thereby avoid duplication of an individual. Note: Failure to do this step could result in the work item request being rejected by the Parking and Access Office should they find a duplicate. Rejected work items must start over from the beginning.
  - Click on Identity→Global Identity Search pod



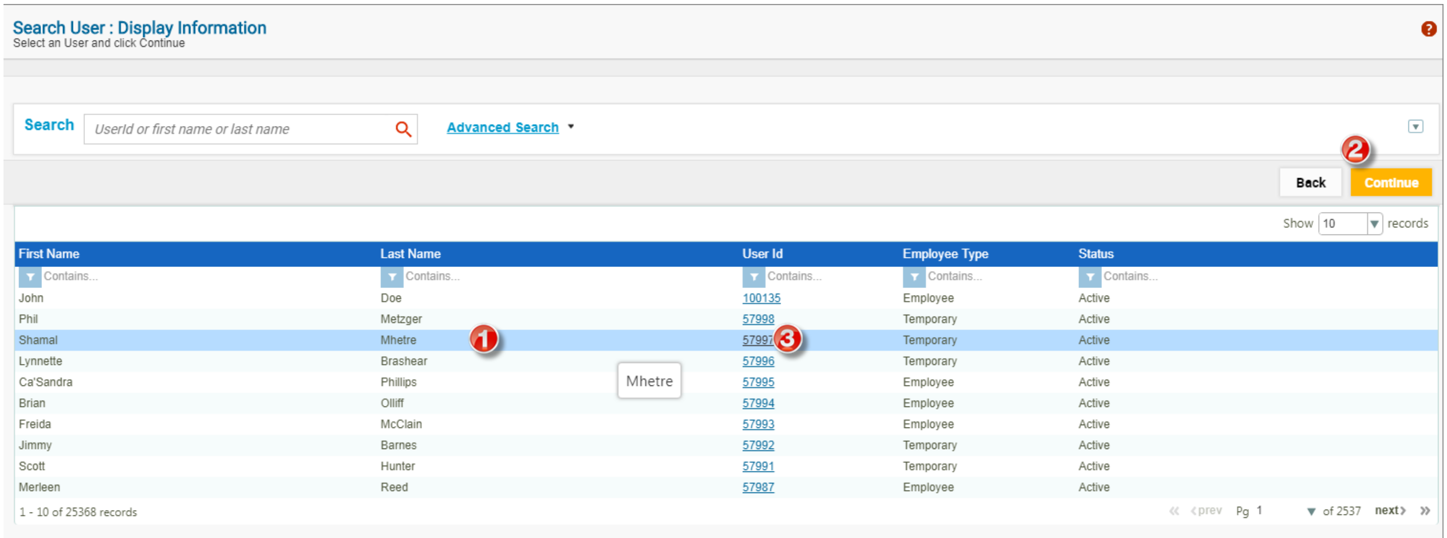
  - Then click on Display Information tab





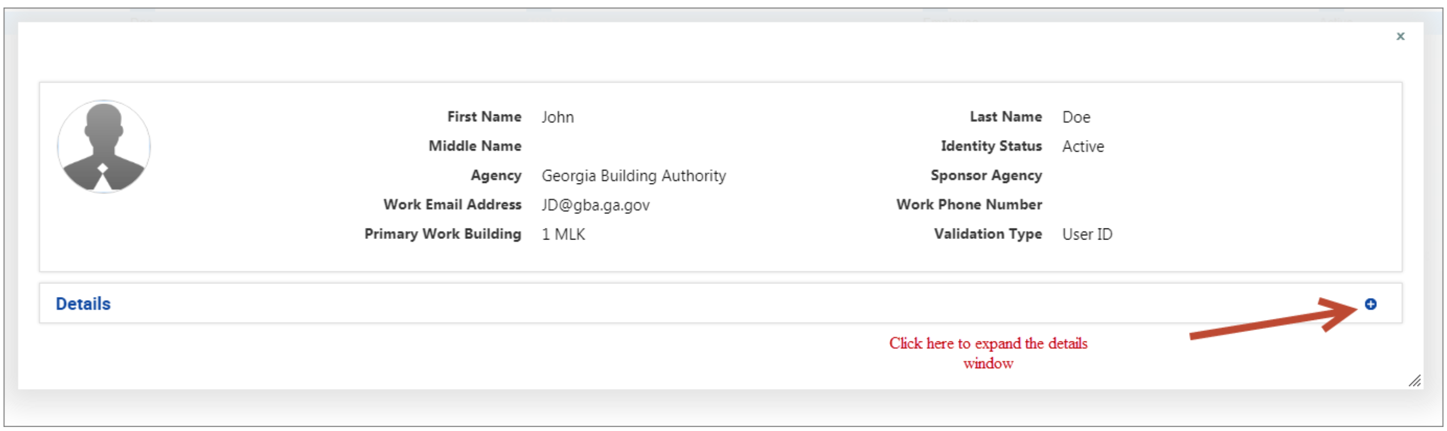
  - In the search box you can enter the userid, the first name, or the last name of the individual you are searching for. The search box will start listing the names matching the characters as you enter them.
    - You can also use an "*" in the search box to display all possible choices…this works for any search box on any screen.
    - If you use a double "**" you get a list of all users in a dropdown box to select from…this works for any search box on any screen.
  - One final option available is to click on the Advance Search link to open up more fields to further refine the search. Note: The more thorough you are in checking the less chance of having the request rejected.
- *If all search attempts do not find the user in the system, then you can proceed to the Temporary Operations POD to continue with the Temporary Hire or Rehire.*

- *If you do find the user in the system, then you select the user or you can click on the UserID link of the user to get the Validation Method and Validation Number.*

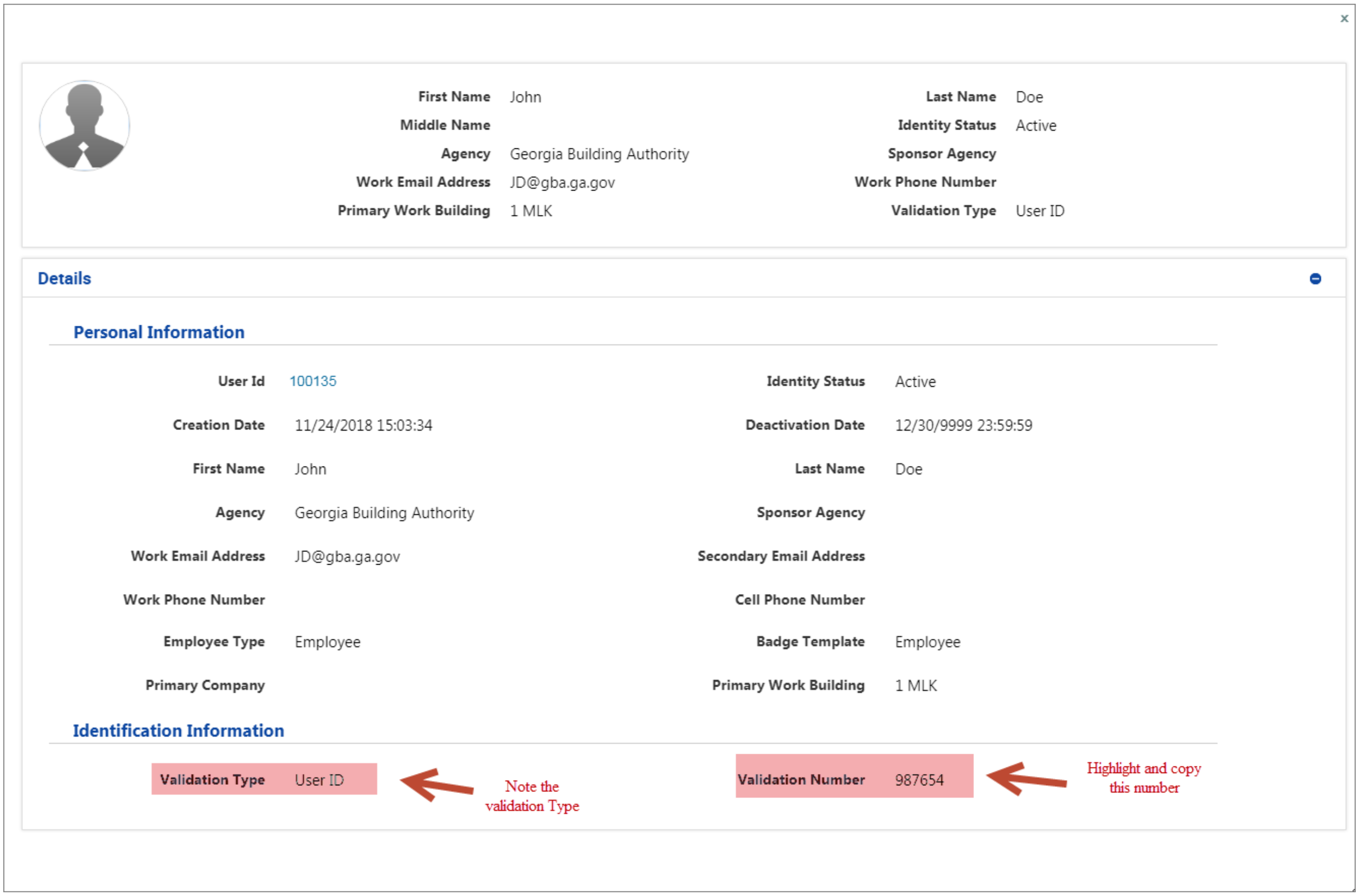


1. Select row as shown above.
2. Click on the "Continue" button.
3. Or you can simply click on the UserID link.

- This will bring up the user information screen …look at the picture and details to make sure you have the correct individual.
- If this is the correct individual…then click on the "+" next to details to expand the details window



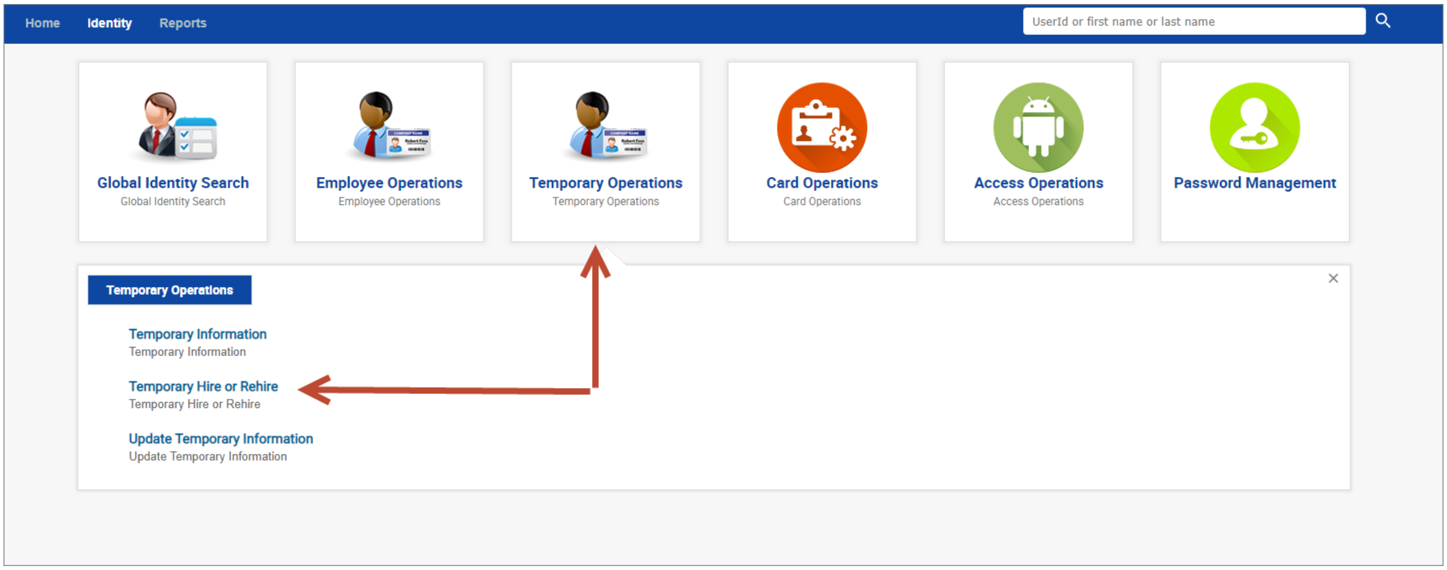
- What you are looking for is how this user was validated in the system…it could be any number of methods such as PeopleSoft ID, UserID, Driver's License Number, etc.
- You will need to note the Validation Type and highlight and copy the Validation Number.



- Once you have this information you can proceed to the Temporary Operations POD and continue with the Temporary Hire or Rehire.

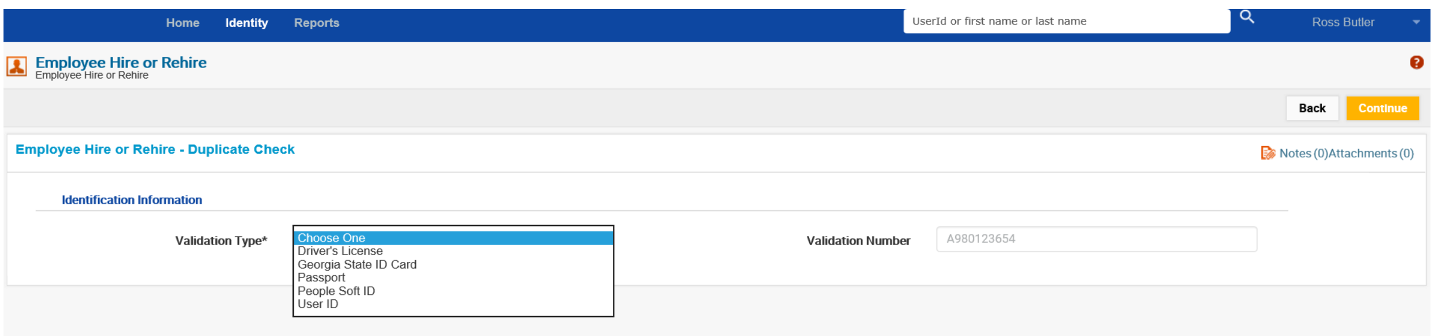
Hiring the Temporary:

- On the Identity Tab
- Select the Temporary Operations pod
- Click on the Temporary Hire or Rehire link

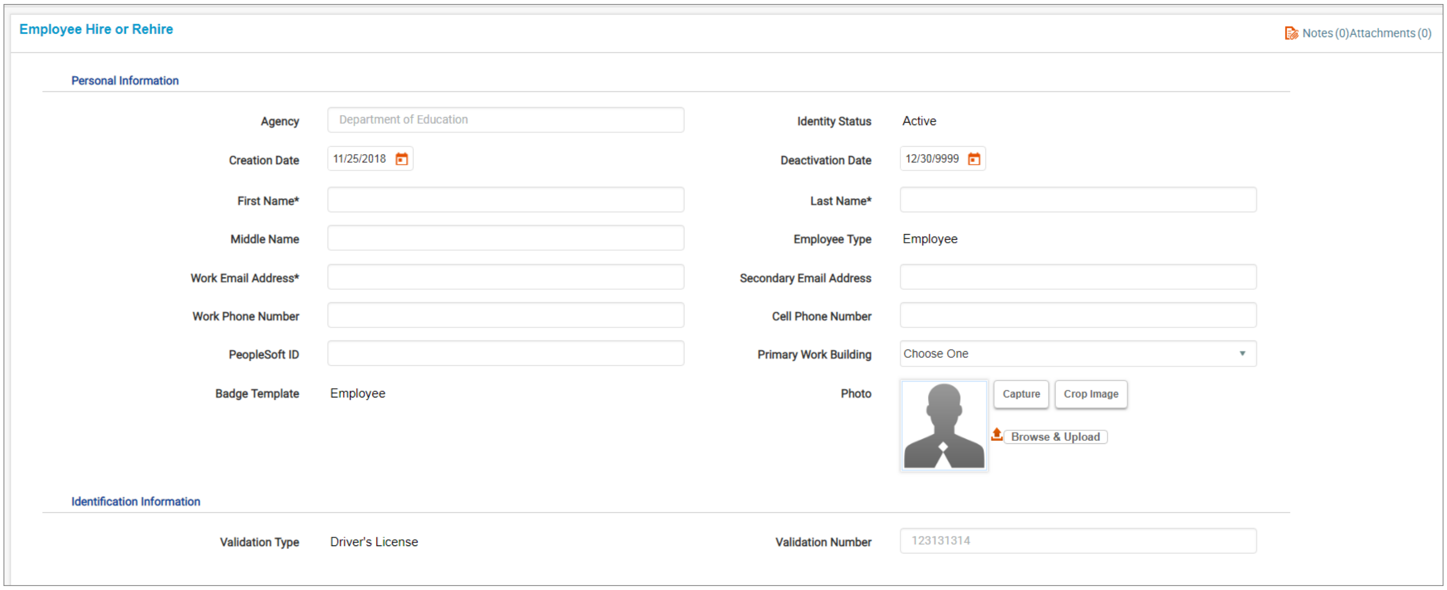


New Identity:

- If you did not find the individual when doing the Global Identity Search this would be a new Temporary
- Select the Validation Type (could be any option but UserID since this user does not have an ID)
- Then enter the Validation Number that corresponds to the Validation Type you selected…If you picked Driver's License then number would be the Driver's License Number, etc.
- Click on the "Continue" button.



- You will be taken to the following screen where you will fill in all the required information for the new user.
- Click on the "Continue" button once you have entered the data (*screen shot is from Employee Hire but would look similar*).

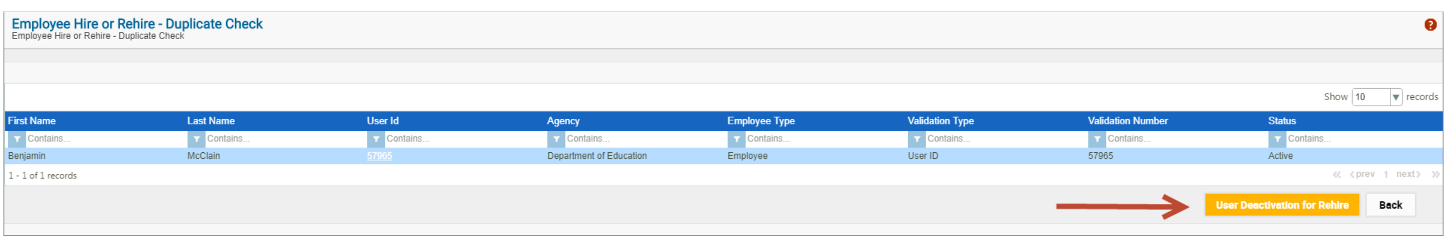


Existing Identity:

- If you did find the individual when doing the Global Identity Search this would be a rehire.
- Select the Validation Type that matches what you found for the individual when doing the Global Identity Search.
- Then paste the Validation Number that you copied for corresponding Validation Type.
- Click on the "Continue" button.
- Depending on the status of the individual you will be presented with one of the following:

Active Employee in Your Agency:

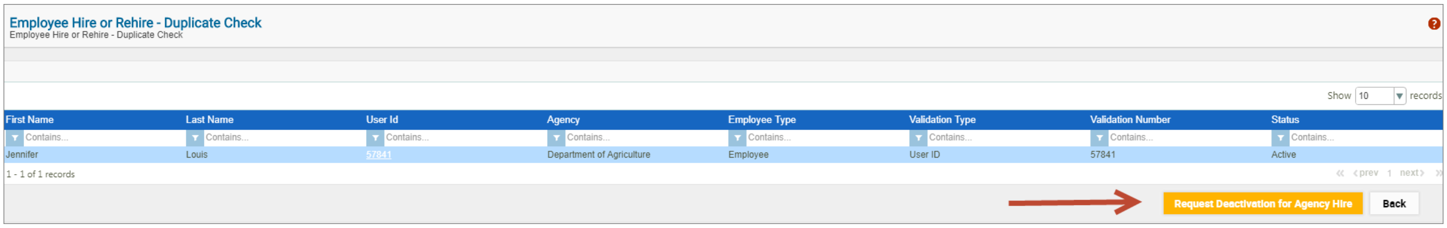
- If you are doing a rehire on an individual that is already active within your Agency then this is probably due to the individual having left the Agency and is now returning.
- You will be presented with the following screen where you will deactivate the individual in order to do the rehire by clicking on the "User Deactivation for Rehire" button.
- The deactivation is for a number or reasons:
  - The Deactivation will inactivate the old Access Card.
  - The Deactivation will clear any existing roles the user currently has.
    - The roles are cleared because the user may not be coming back in the same capacity.
  - The Deactivation will ensure that any existing Parking is cleared so they are able to get a new permit.



Active Employee in Another Agency:

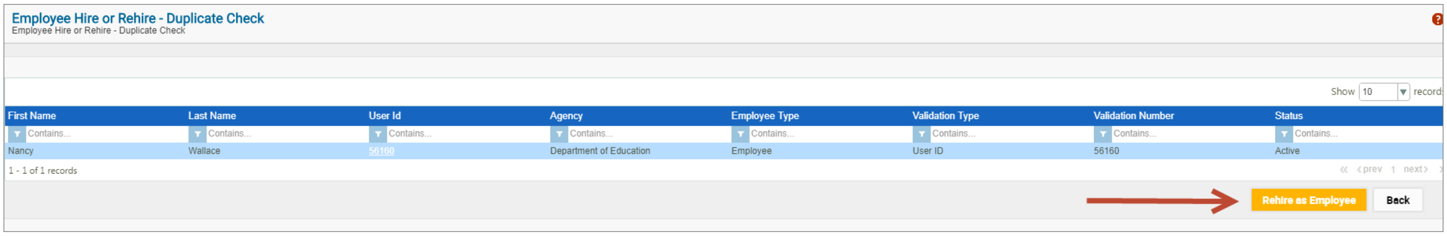
- If the individual you are trying to hire is an active employee within another Agency it is probably due to the individual switching agencies.
- In this instance you will be presented with the following screen where you will need to request a Deactivation from the agency that the individual is still active in. Click on the "Request Deactivation for Agency Hire".

- This will generate an email to the agency access coordinator that the individual is still active in requesting them to do a deactivation.
- This will also create a work item in your Home tab under "My Requests".
- When the deactivation is complete you will receive an email that will allow you to proceed with the rehire.



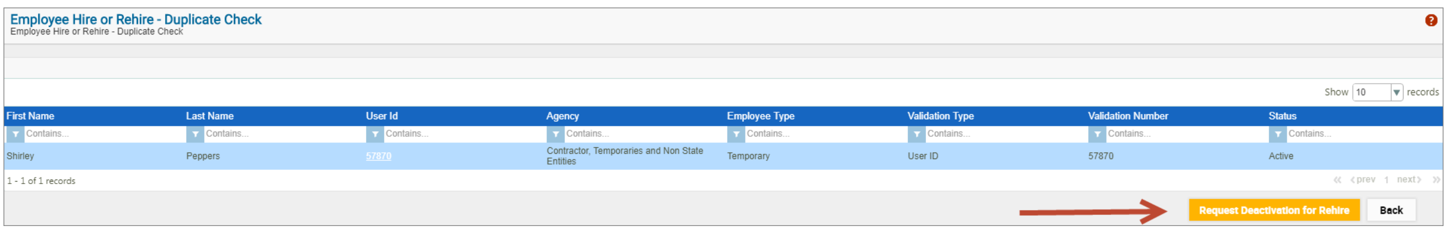
Inactive Employee in Any Agency:

- If the user already deactivated regardless of which Agency they were last in you will be presented with the following screen where you simply select the "Rehire as Employee" button to proceed.



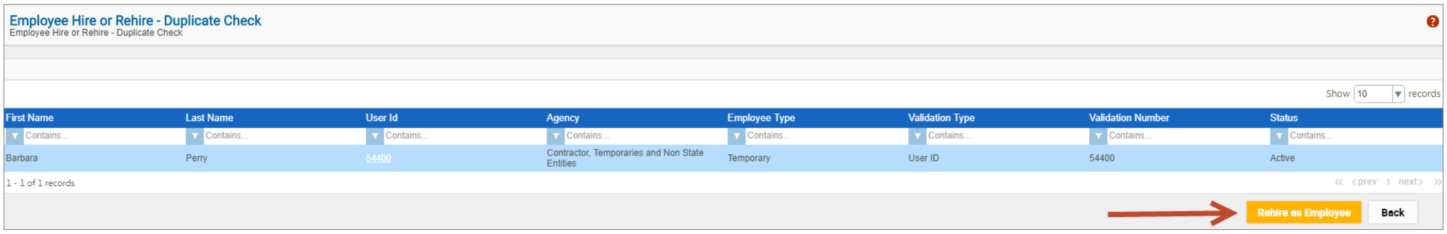
Active Temporary in Any Agency:

- This situation would occur if a contractor or other Temporary Employee was coming on board to be a State Employee.
- If the individual is listed is still an Active Temporary regardless of the Agency they will need to be deactivated before you will be able to do the rehire.
- This is similar to an active employee in another agency. You will be presented the following screen where you will click on the "Request Deactivation for Rehire".
- All Temporary Employees are in an agency called "Contractors, Temporaries, and Non-State Entities" which allows them to work across all agencies. So the request for deactivation will go to the Parking and Access Office.
- Clicking on the link will generate an email to the Parking and Access Office requesting them to do a deactivation.
- This will also create a work item in your Home tab under "My Requests".
- When the deactivation is complete you will receive an email that will allow you to proceed with the rehire.

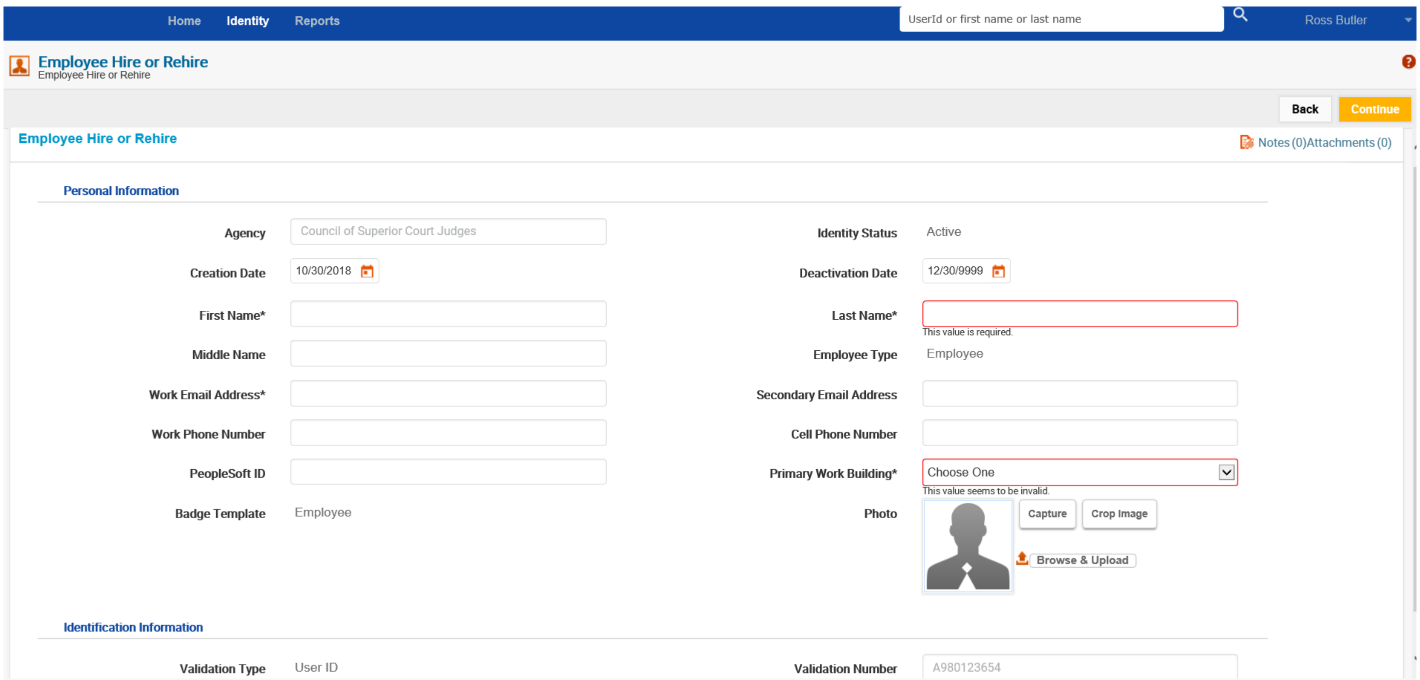


Inactive Temporary in Any Agency:

- This will work exactly like the Inactive Employee regardless of Agency. You would be presented the following screen where you would simply click on the "Rehire as Employee" button to continue.

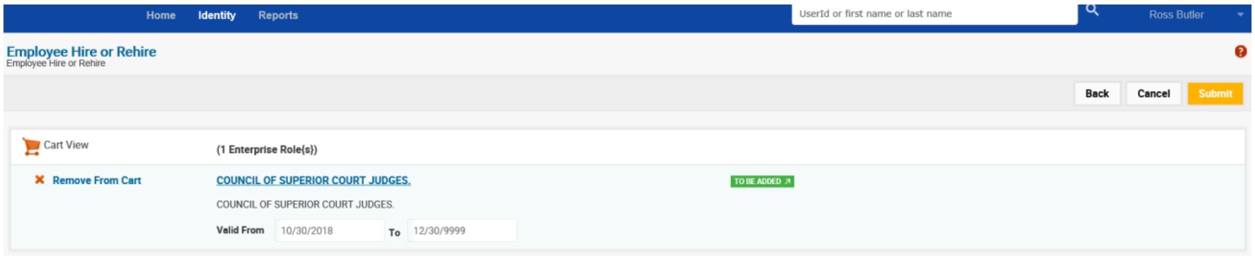


- Once the individual has been cleared to be hired/rehired, regardless of the path taken above, the end result is a user information screen.
  In this screen you will fill in the employee details and make appropriate selections including primary work building and photo capture/upload if applicable. Note: Agency, Identity Status, Creation Date, Deactivation Date, Badge Template, Validation Type, and Validation Number are read-only fields.
- Click "Continue" to enter role information.

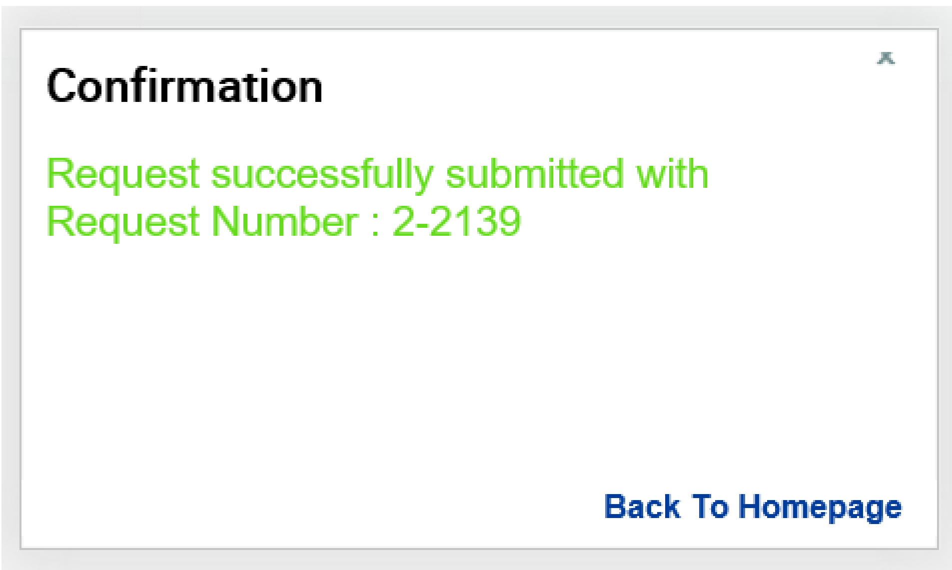


- Add Enterprise (Agency) Access Roles in the next screen.
  1. In the search box begin typing the name of an Agency Access Role or use the "*" to display all roles and click enter on your keyboard
  2. The search results will be displayed as a list below the search box. Check/select the box (as highlighted in the sample below) to select the role(s) and click on the "Continue" button.

- This basically functions like a shopping cart view.
    - You can use the “back” button to return to the previous screen if you missed a Role.
    - You can remove a role from the cart if you selected one in error by clicking on the “Remove From Cart” link next to the role you want to remove.
- Once all selections are made click on the “Submit” button to route the request to Parking and Access Office.



After you submit the request, a popup message with a request number is displayed confirming your submission. Please use this request number as a reference in your communications.

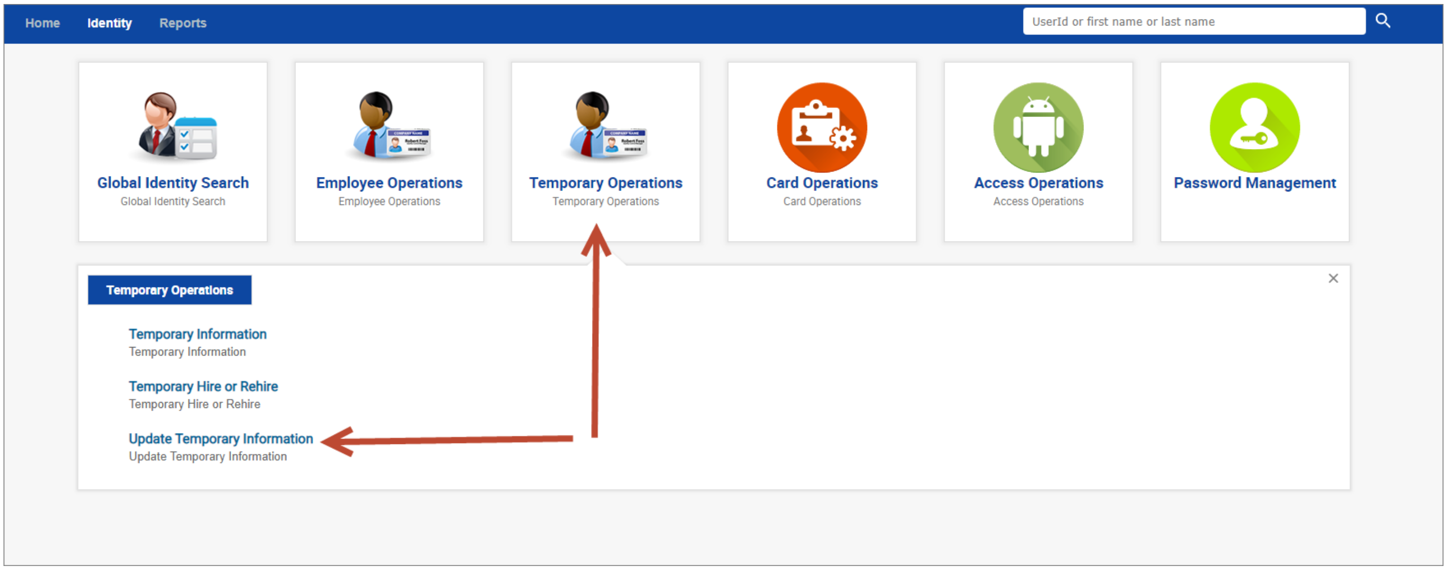


- Submitting the request will also create a work item with the number listed above in your “Home” page tab under “My Requests”.

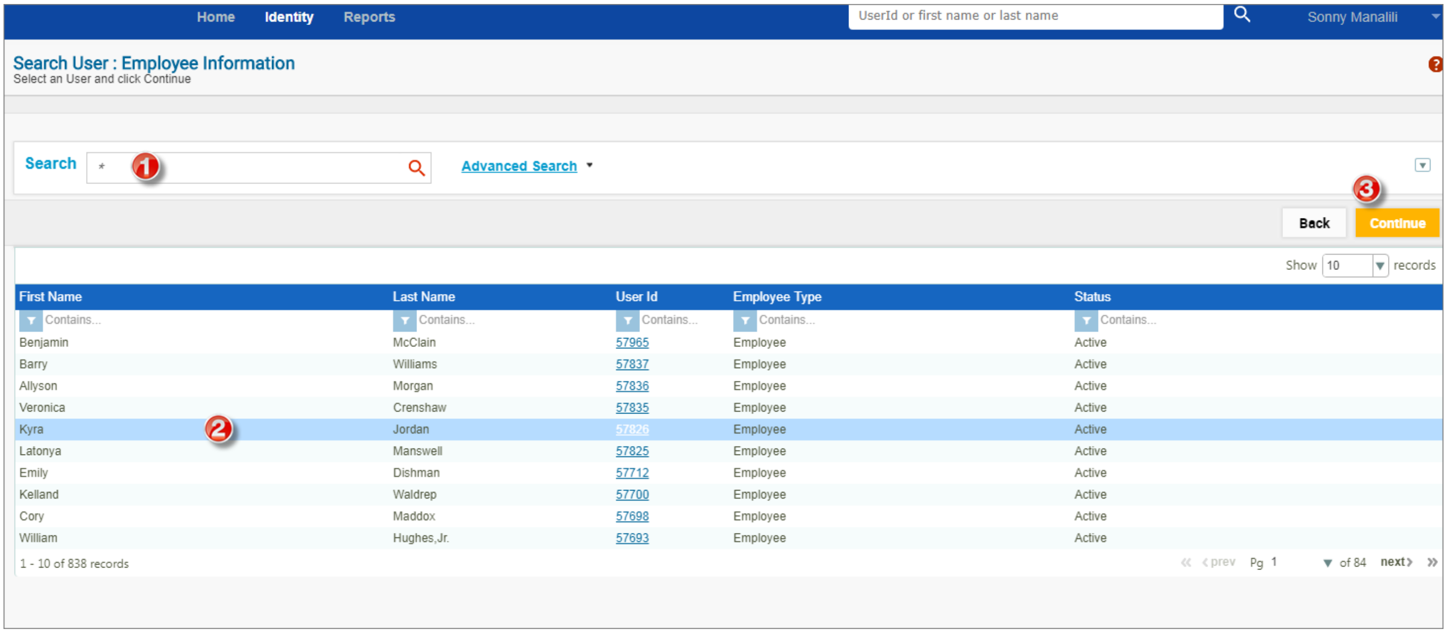
6. The Parking and Access Office will notify you when to send over the employee to pick up his or her Access Card.

Update Temporary Information:

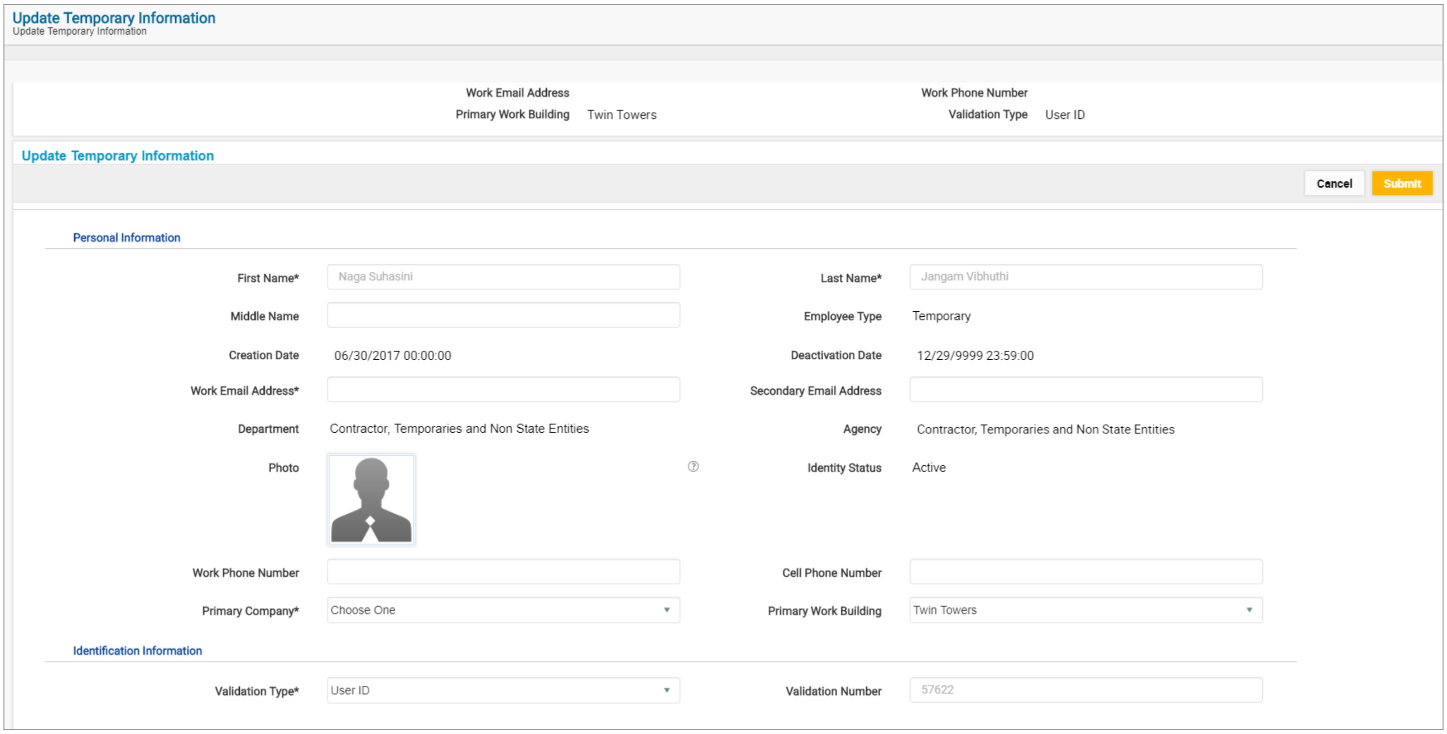
- The update temporary information where you are listed as the Sponsor Agency is where you would go if you wanted to change and/or add information to existing temporary.
- In the Identity Tab…select Temporary Operations POD…and Select the Update Temporary Information link.



1. In the search box begin by typing the UserID, First Name, or Last Name of your employee or simply use an "*" to get a list of all temporaries.
2. Select the temporary by clicking on the correct row.
3. Click on the "Continue" button. (*screen shot is from employee but would look the same*)



- Fields that can be edited will be unlocked. Simply fill in the correct information and click on the "Submit" button.
- To review any changes use the Temporary Information link to view the Request History for the Temporary.



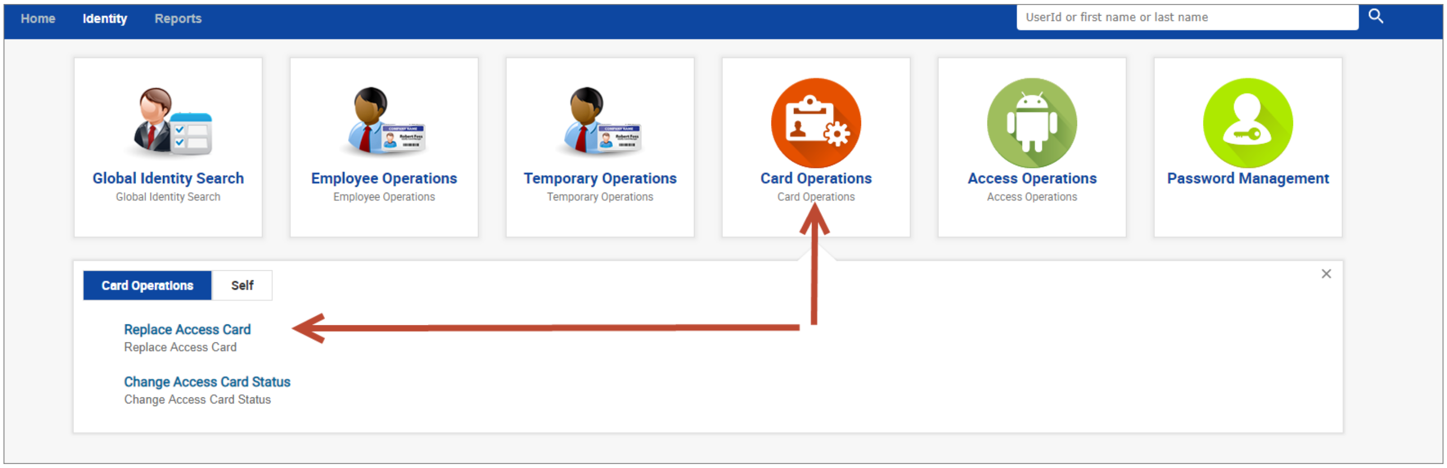
NOTE: Unlike an Employee you are not allowed to deactivate a Temporary even if you are listed as the Sponsoring Agency. This can only be done by the Parking and Access Office.

- The main reason why you cannot deactivate a Temporary is because other agencies may be using the person and may want to continue to use them even if you no longer do.
- Simply remove your Agency Specific Access Roles when you no longer wish to have the Temporary work for your particular Agency.

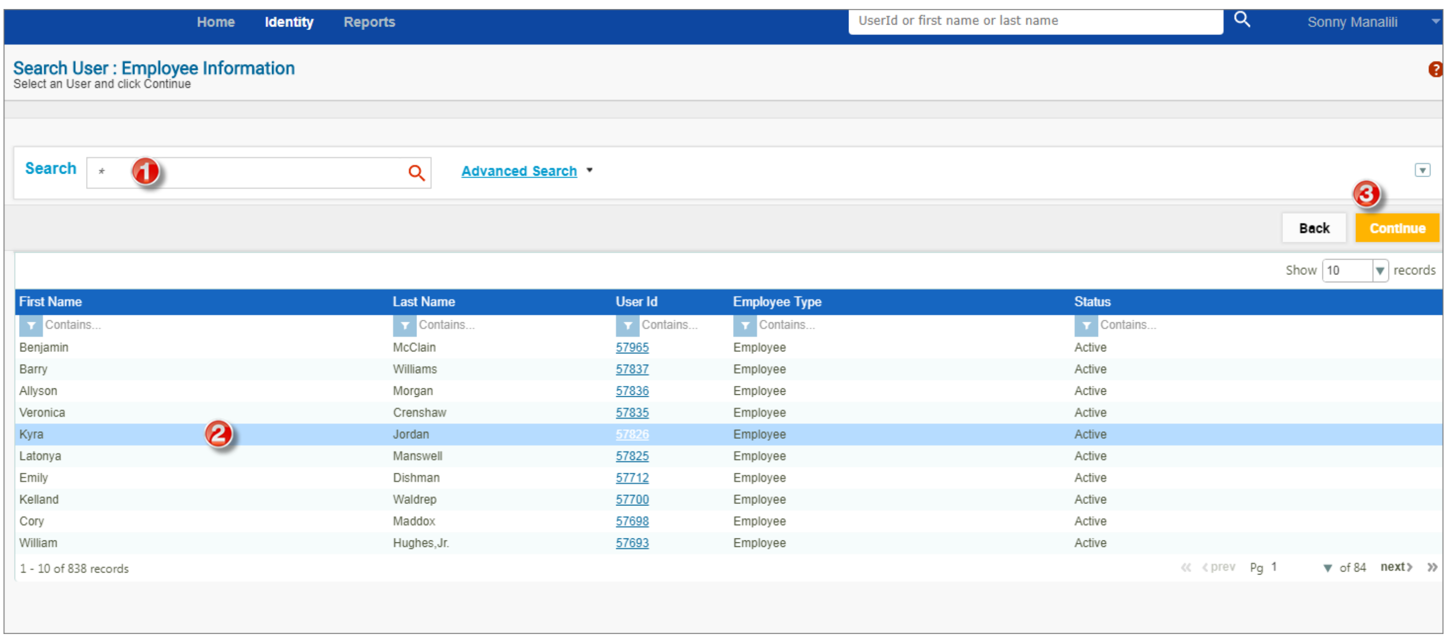
Card Operations:

Replace Access Card:

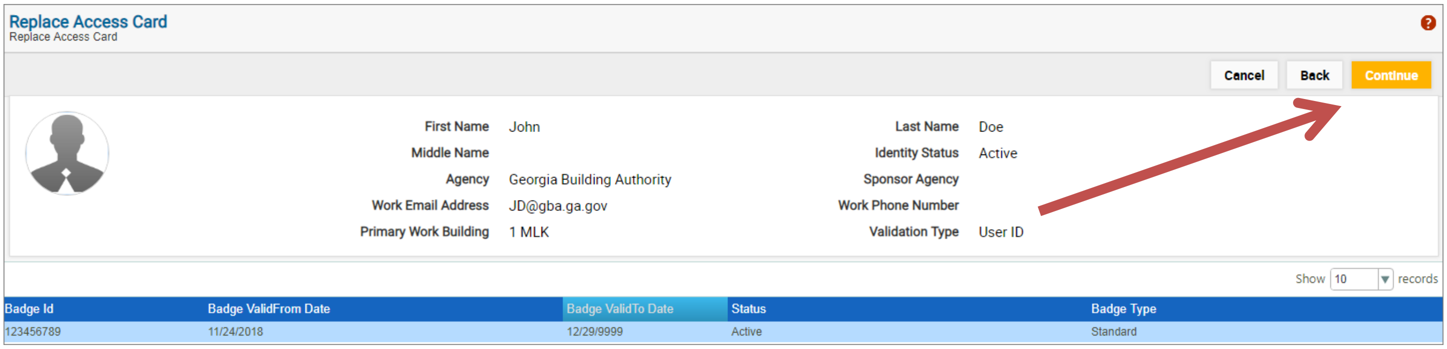
- If an Employee or Temporary where your agency is listed as the Sponsoring Agency has lost or damaged their Access Card you would use the “Replace Access Card” link in the Card Operations POD to request a replacement.
- In the Identity Tab…select Card Operations…and select Replace Access Card.



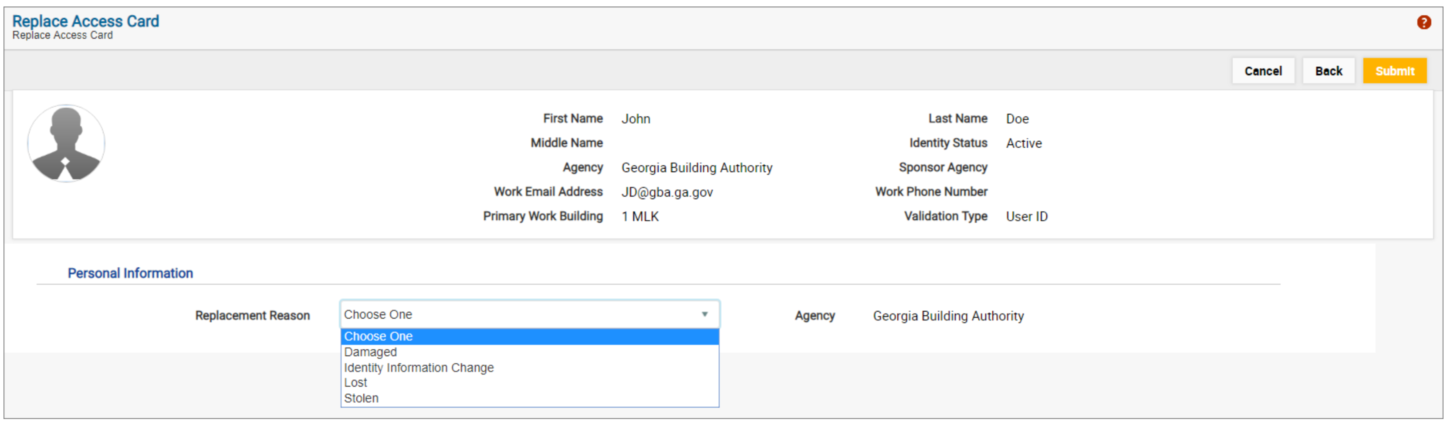
1. In the search box begin by typing the UserID, First Name, or Last Name of your employee/temporary (Sponsoring Agency) or simply use an “*” to get a list of all employees/temporaries.
2. Select the individual by clicking on the correct row.
3. Click on the “Continue” button.



- Select the row of the badge that you want to replace and click on the “Continue” button.



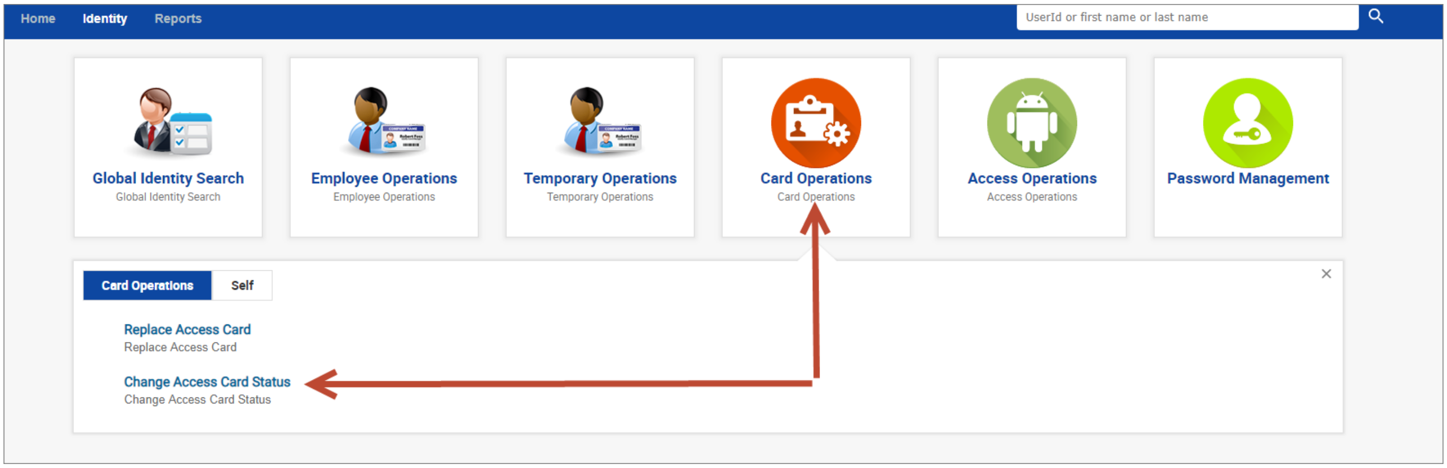
- Select a replacement reason from the dropdown list and click on the “Submit” button.
- This will send an email to the Parking and Access Office to create a new Access Card and the existing Access Card will automatically be deactivated.



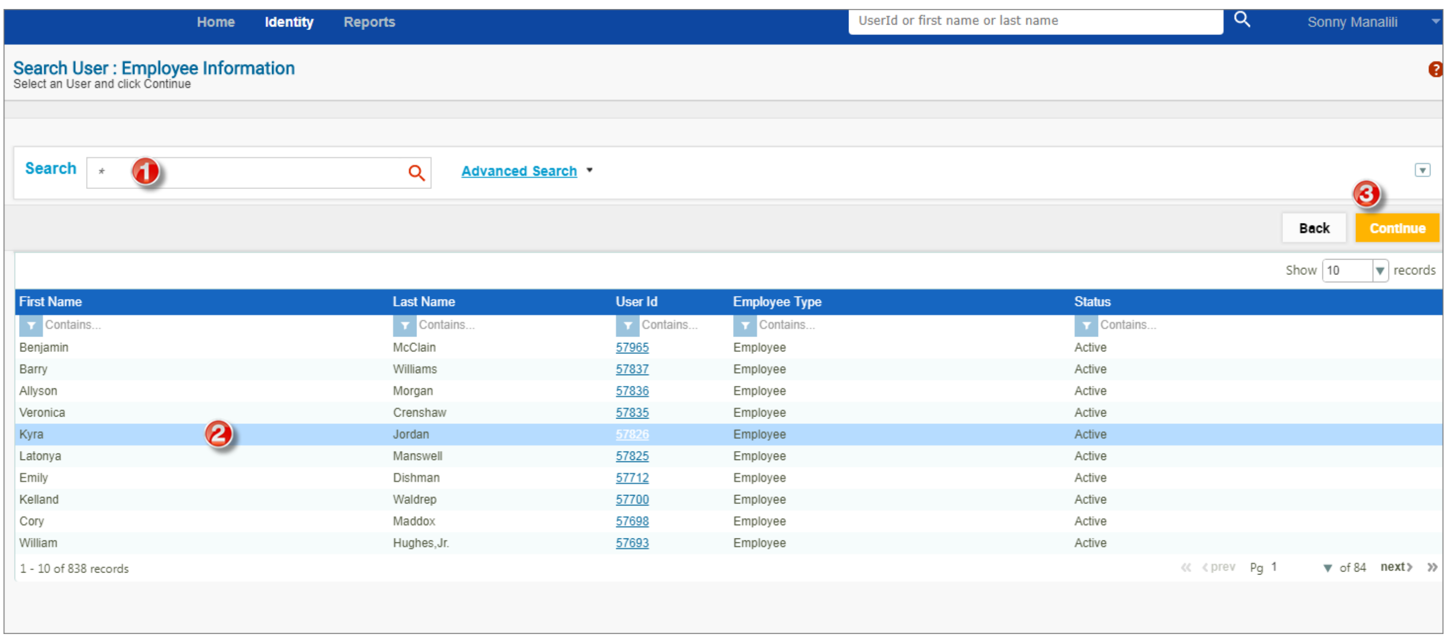
- Note: Once an Access Card has been “Inactivated” it can never be activated again.
- If the user feels they have temporarily misplace the Access Card use the “Change Access Card Status” to “Suspend” the card rather than doing a replace which will inactivate the card.

Change Access Card Status:

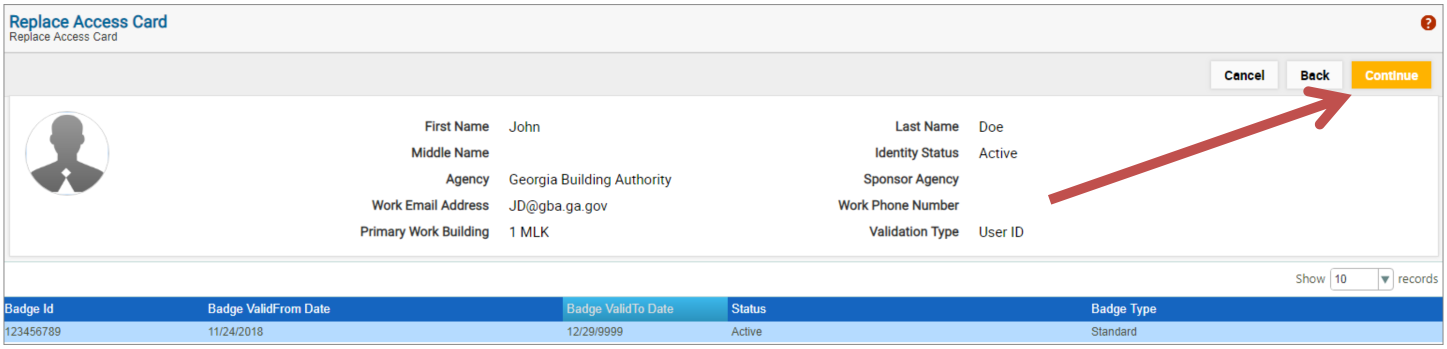
- If an Employee has misplaced their Access Card and wants to look for it rather than get a replacement or an Employee is going on long term disability and you want to suspend the card until their return then you would use the “Change Access Card Status” link in the Card Operations POD to suspend the card.
- In the Identity Tab…select Card Operations…and select Change Access Card Status.



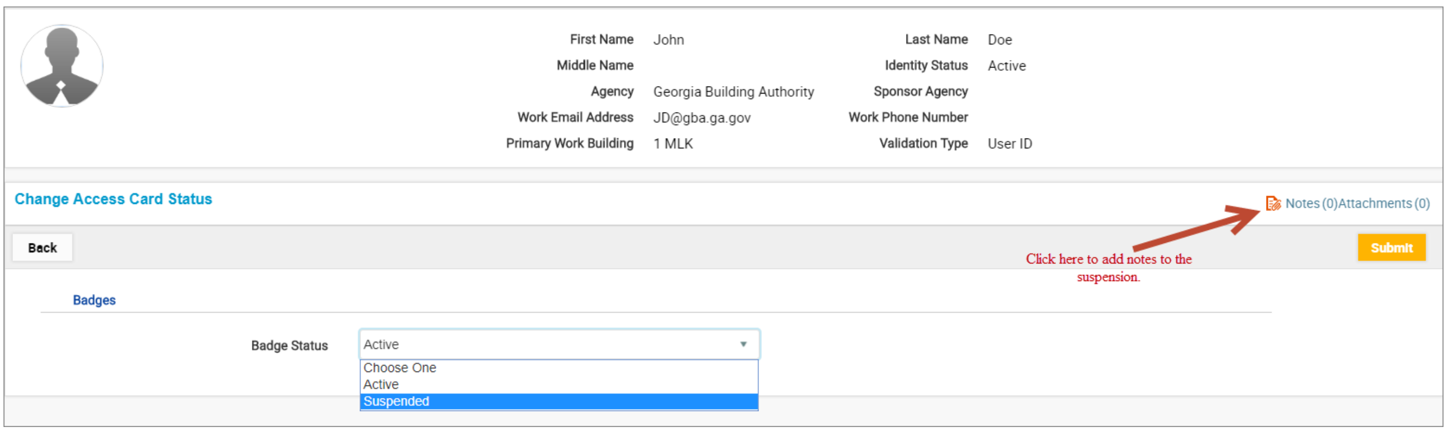
1. In the search box begin by typing the UserID, First Name, or Last Name of your employee or simply use an “*” to get a list of all employees.
2. Select the employee by clicking on the correct row.
3. Click on the “Continue” button.



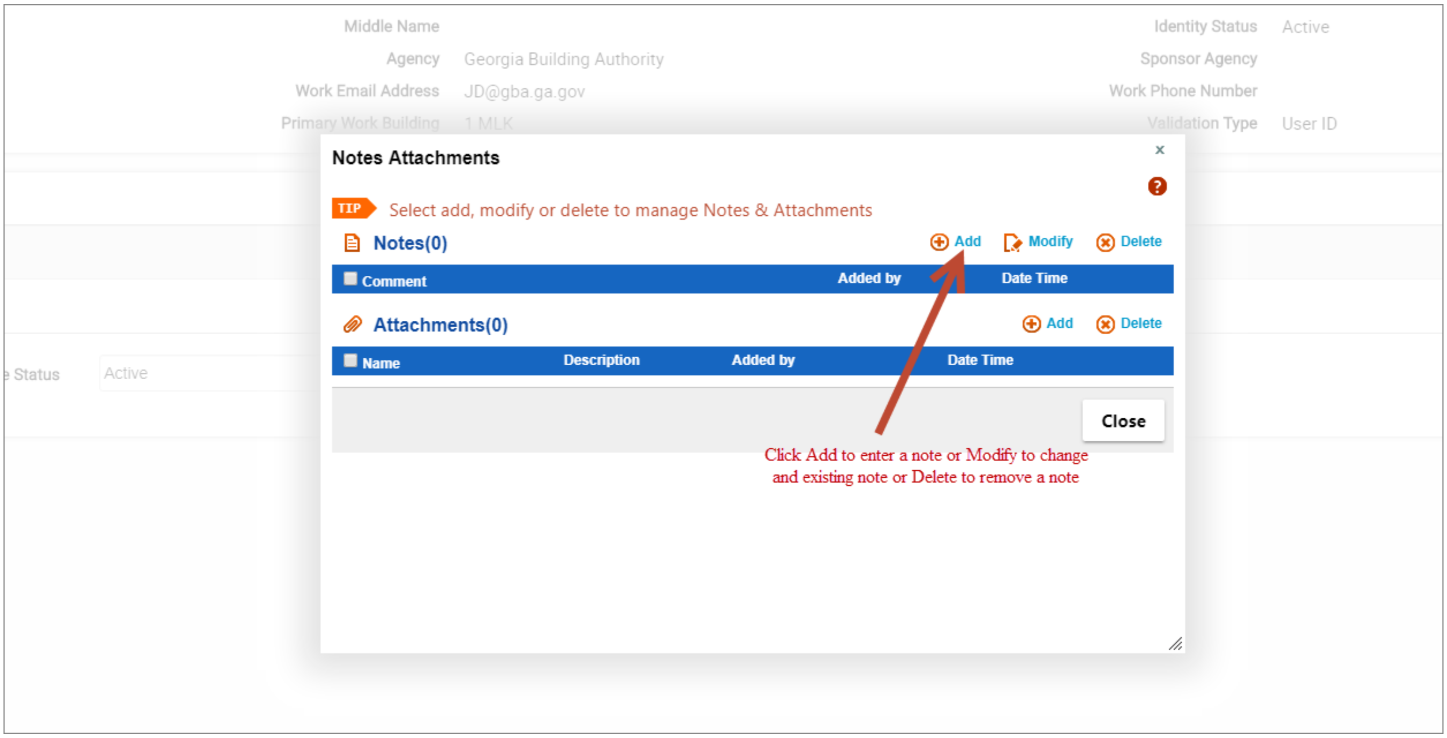
- Select the row of the badge that you want to suspend and click on the “Continue” button.



- Select “Suspended” to suspend the Access Card or “Active” if card is being unsuspended from the dropdown list and click on the “Submit” button.



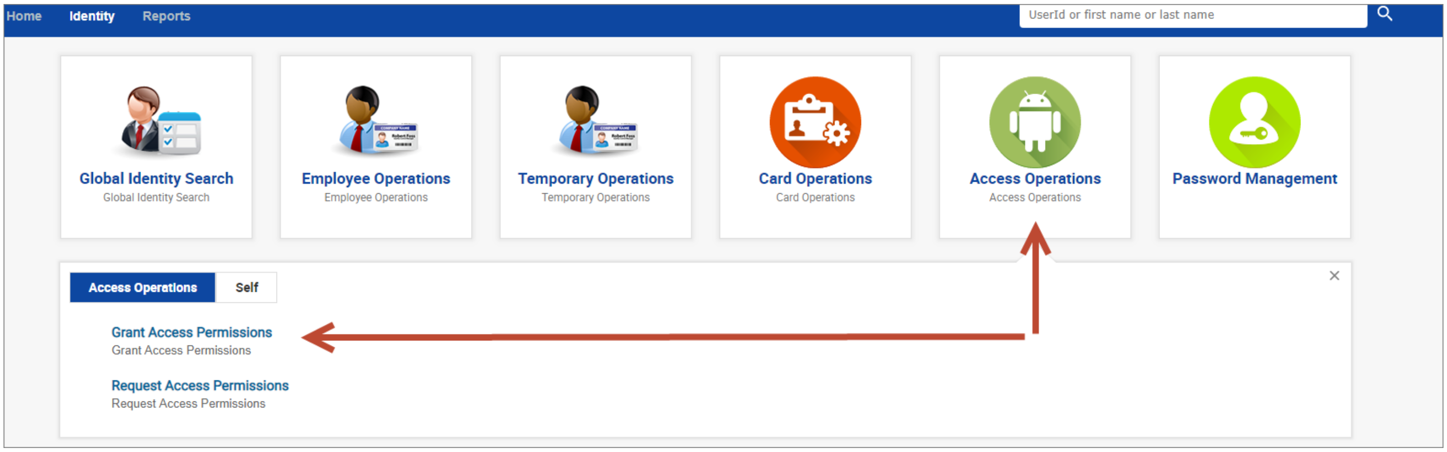
- You can “Suspend” and “Active” an Access Card as many times as you would like.
- If you would like to add notes as to why you are suspending the card you can click on the Notes link and add your comments.
- NOTE: Unlike an Employee you are not allowed to suspend a Temporary even if you are listed as the Sponsoring Agency. This can only be done by the Parking and Access Office.


Middle Name
Identity Status
Active
Agency
Georgia Building Authority
Sponsor Agency
Work Email Address
JD@gba.ga.gov
Work Phone Number
Primary Work Building
1 MLK
Validation Type
User ID
Notes Attachments
TIP
Select add, modify or delete to manage Notes & Attachments
Notes(0)
Add
Modify
Delete
Comment
Added by
Date Time
Attachments(0)
Add
Delete
Name
Description
Added by
Date Time
Close
Status
Active
Click Add to enter a note or Modify to change and existing note or Delete to remove a note

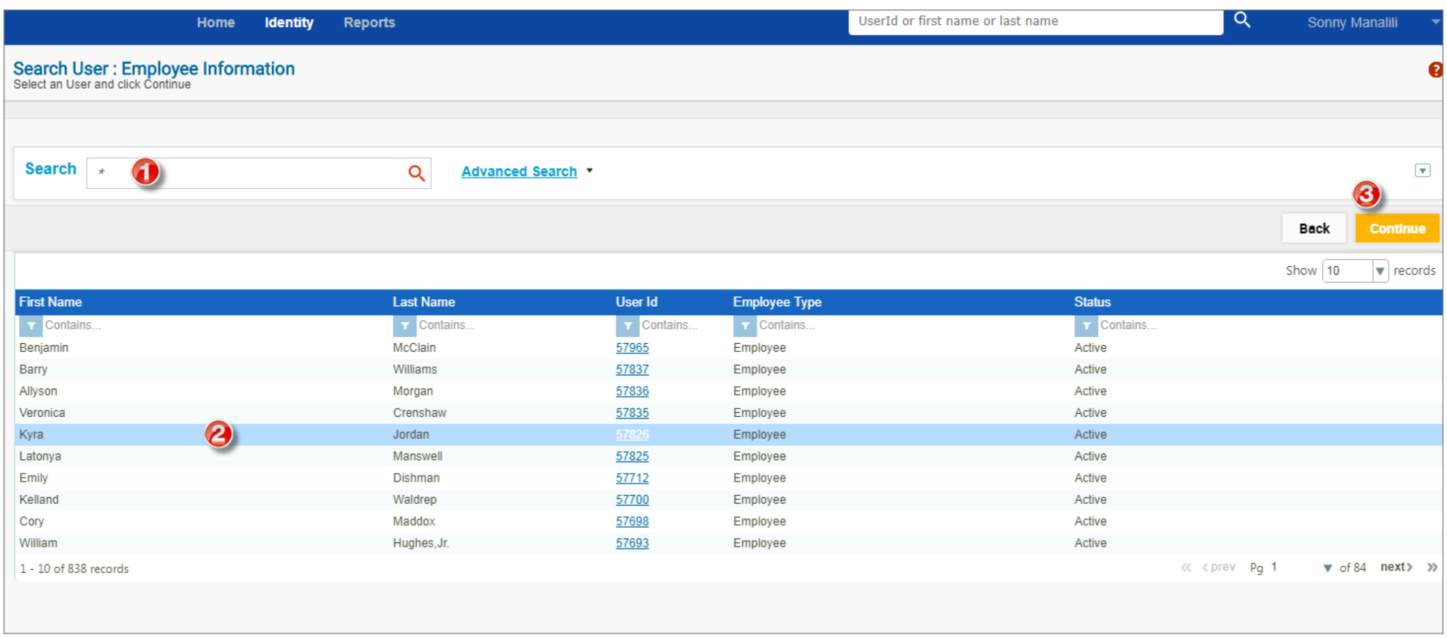
Access Operations:

Grant Access Permissions:

- If you would to grant access to any Temporary or Employee that may be doing work in your Agency or if an outside Agency needs access to your area or if you need to remove an agency specific Access Role from someone outside of your agency then you would use the “Grant Access Permissions” link in the Access Operations POD to assign an agency specific access role.
- In the Identity Tab…select Access Operations…and select Grant Access Permissions link.



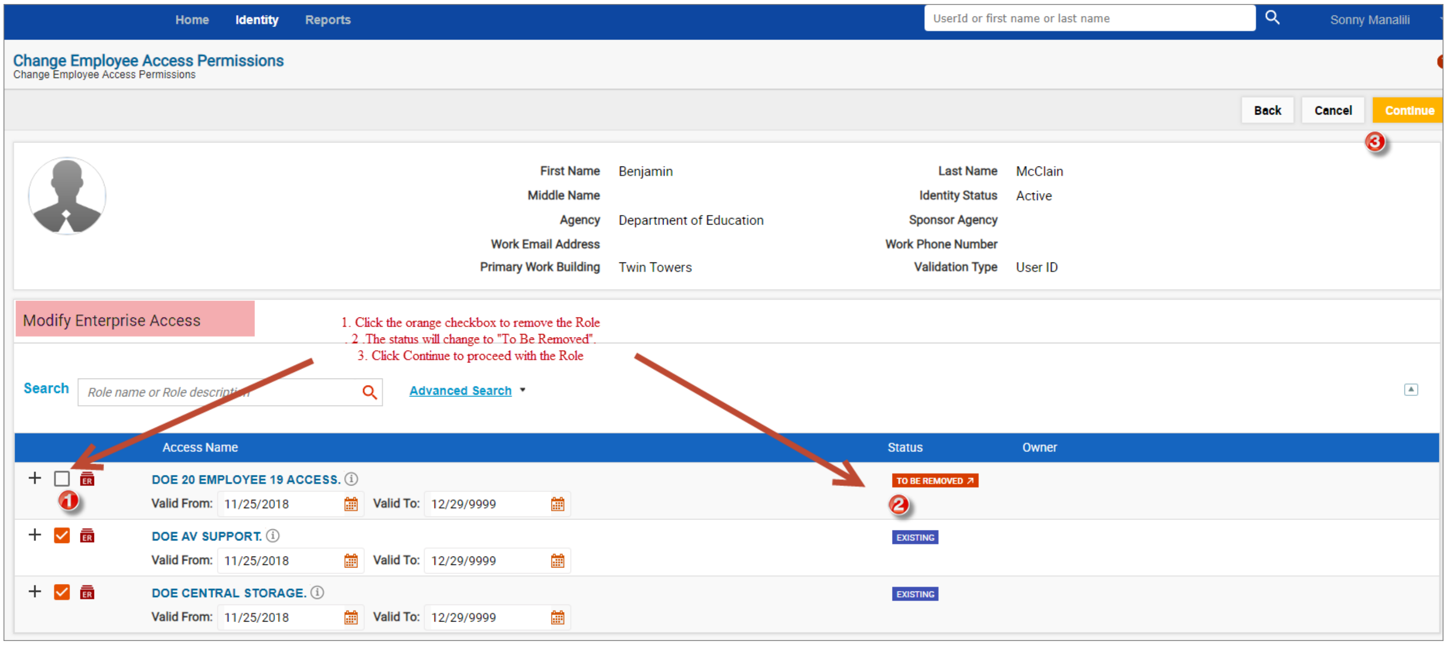
1. In the search box begin by typing the UserID, First Name, or Last Name of the individual or simply use an “*” to get a list of all employees and temporaries.
2. Select the individual by clicking on the correct row.
3. Click on the “Continue” button.



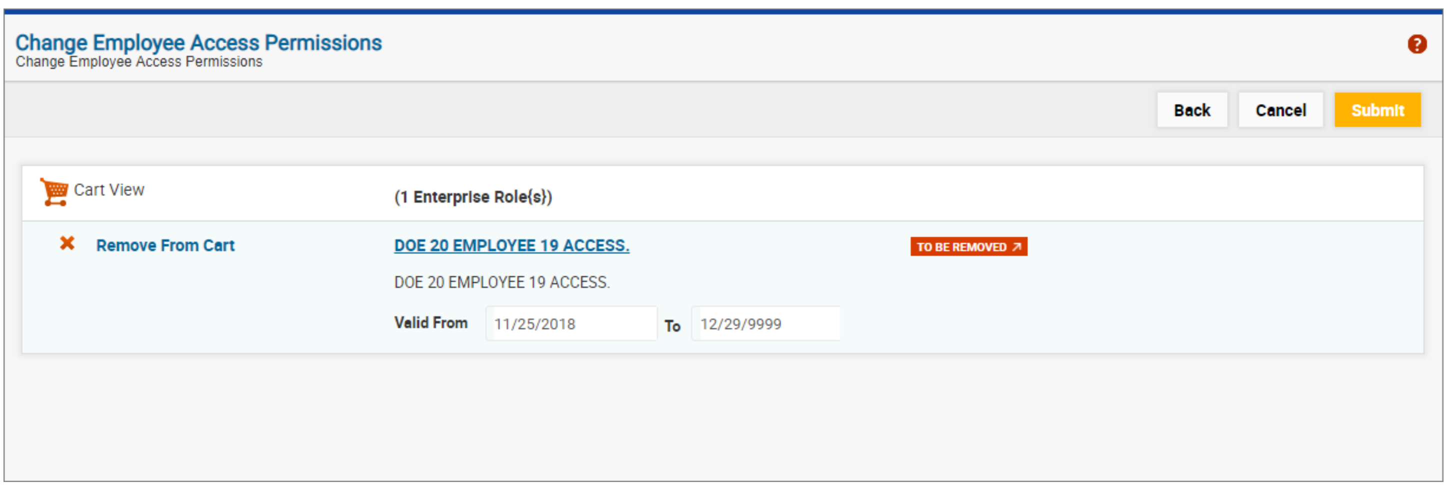
Removing Access Role:

- Once the Employee or Temporary has been selected and you click the “Continue” button existing Access Roles will automatically populate in the “Modify Enterprise Access” section.
- To remove one or more existing Access Roles click on the orange checkbox to uncheck the selection.

- The label to the right of the Access Roles will change from “Existing” to “To Be Removed”.
- Click on “Continue” to proceed.

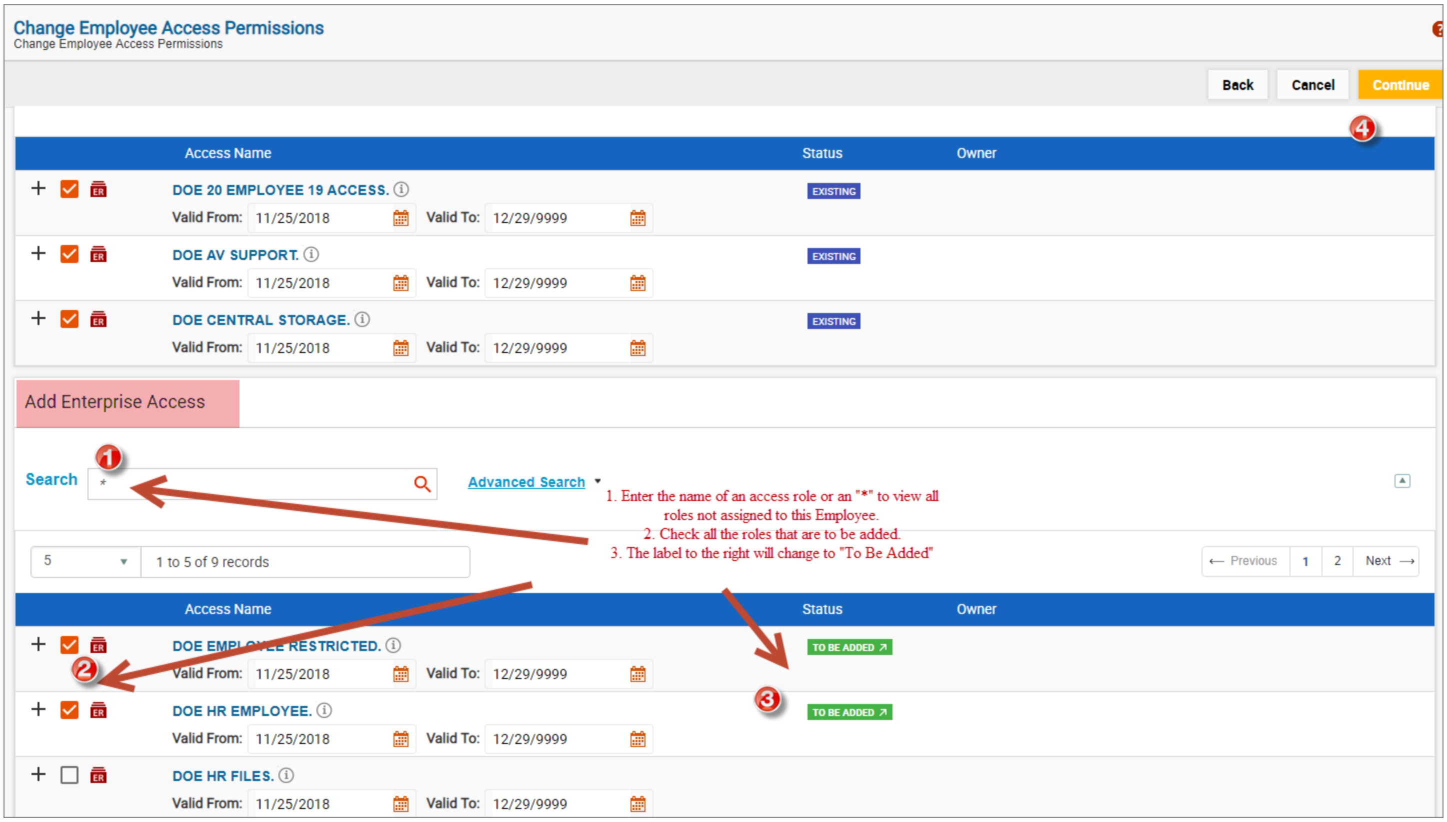


- Once you click continue you will see another screen to confirm the changes that you are making.
- You can use the “Back” if there are any corrections that need to be made.
- Click the “Submit” button to implement the changes.

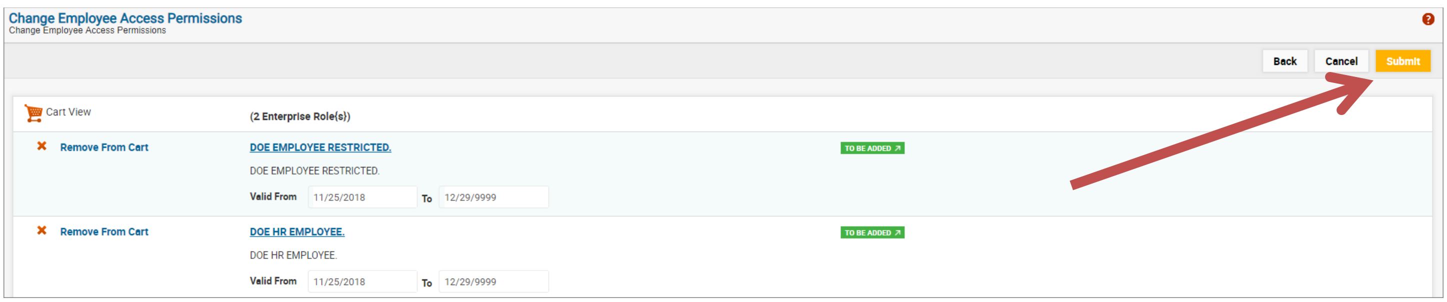


Adding Access Role:

- Once the Employee or Temporary has been selected and you click the “Continue” button existing Access Roles will automatically populate in the “Modify Enterprise Access” section.
- To add one or more additional Access Roles go to the “Add Enterprise Access” section and in the search box enter the name of your Access Role or simply enter an “*” to get a list of all access roles that have not been assigned to this Employee or Temporary.
- Check all the additional Access Roles to be added. The label to the right of the Access Roles will change to “To Be Added”.
- Click on “Continue” to proceed.



- Once you click continue you will see another screen to confirm the changes that you are making.
- You can use the "Back" button if there are any corrections that need to be made.
- Click the "Submit" button to implement the changes.

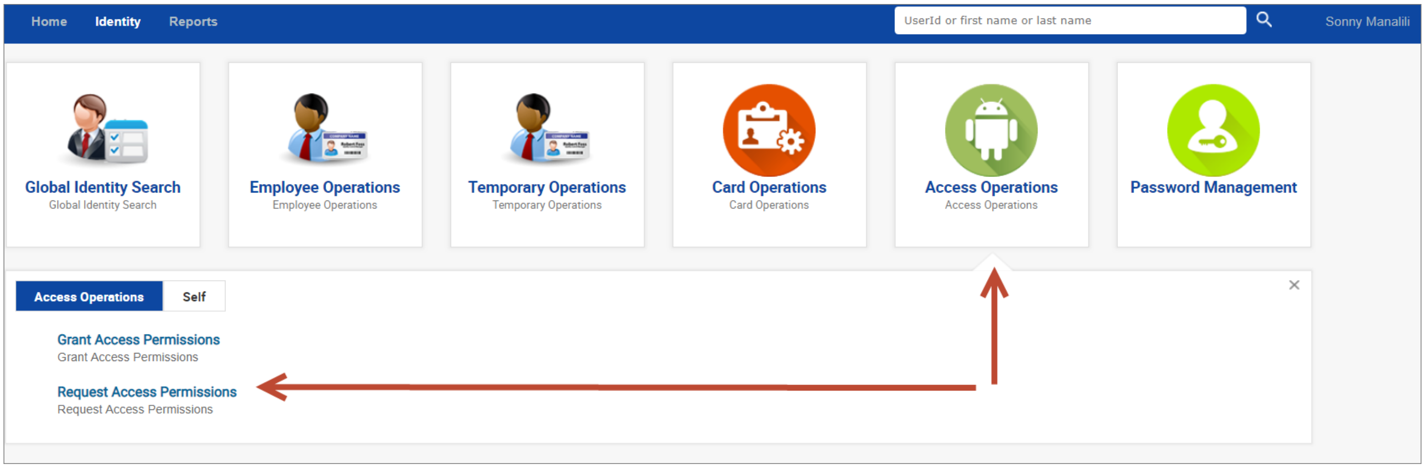


- Note: These operations can be performed at the same time to add and remove roles in a single step.
- Note: Only Agency Employee Access Roles will show for Employees and Agency Temporary Access Roles will show for Temporaries when using this link.

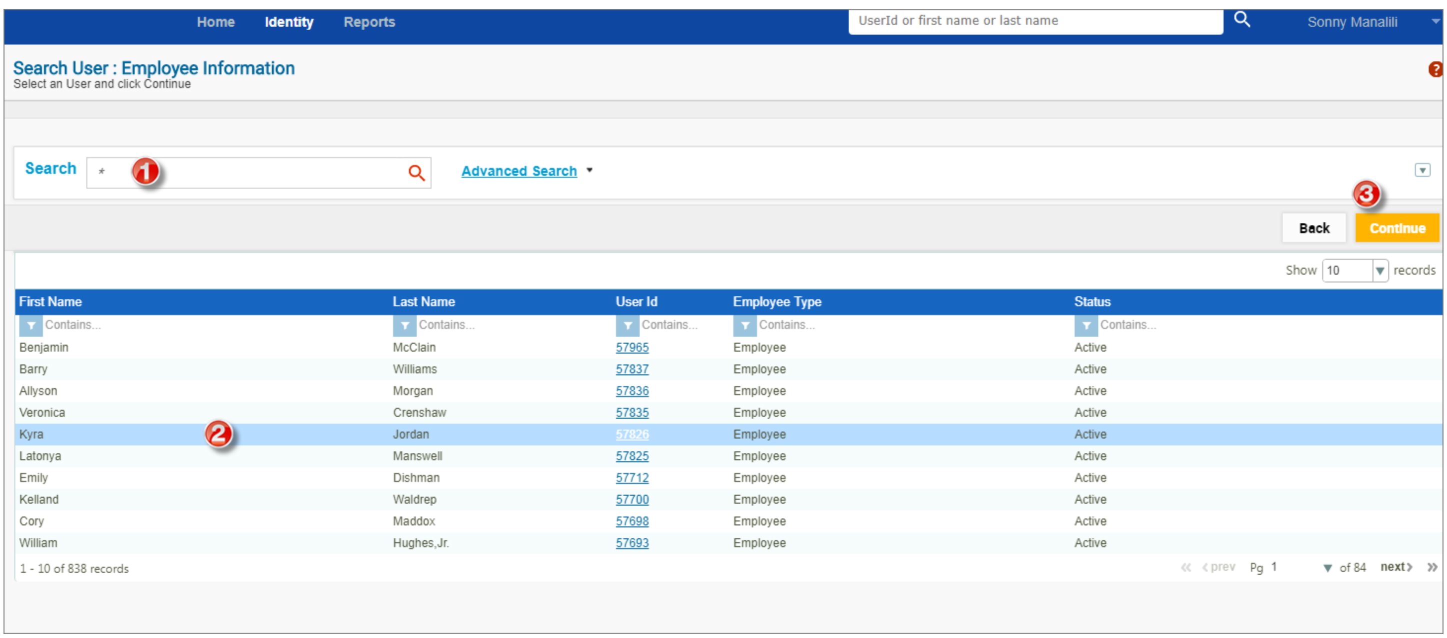
Request Access Permissions:

- If you would to request access for any Temporary where your agency is listed as the Sponsoring Agency or for your specific Agency Employee to any outside Agency then you would use the "Request Access Permissions" link in the Access Operations POD to assign an agency specific access role.

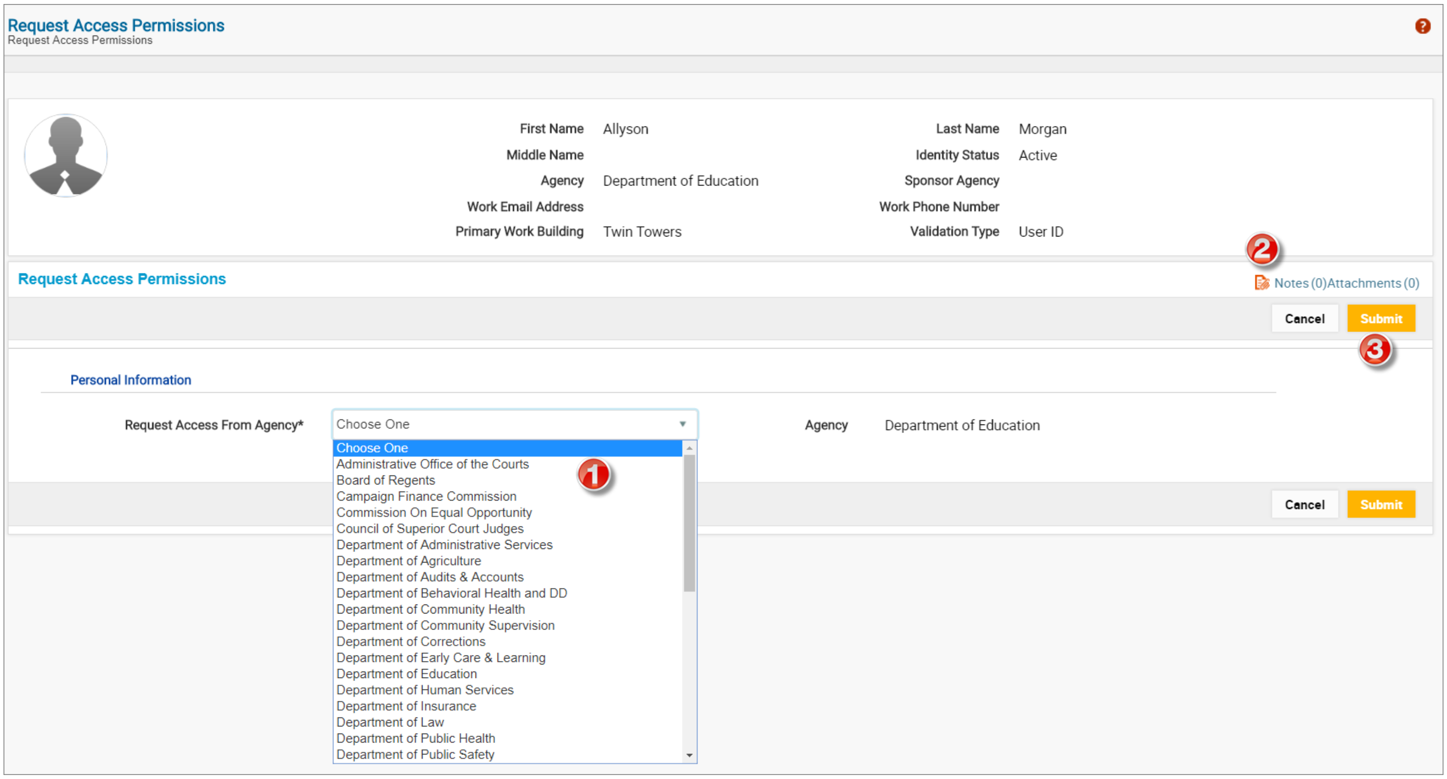
In the Identity Tab…select Access Operations…and select Request Access Permissions.



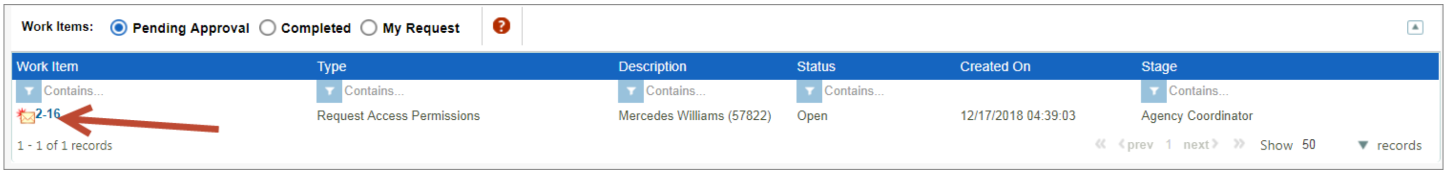
1. In the search box begin by typing the UserID, First Name, or Last Name of the individual or simply use an "*" to get a list of all Agency Specific Employees or Temporaries where you Agency is listed as the Sponsoring Agency.
2. Select the individual by clicking on the correct row.
3. Click on the "Continue" button.

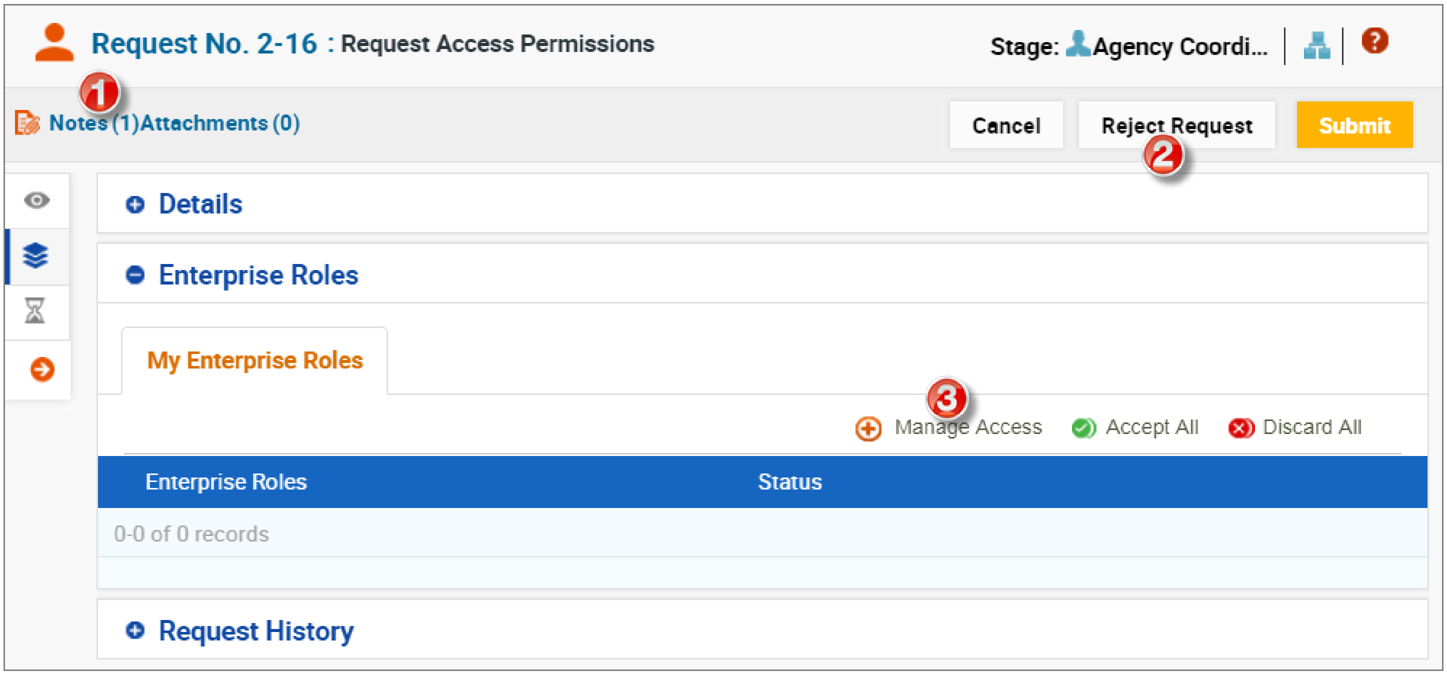


1. Select the Agency that you are requesting Access to for your Employee or Temporary where your Agency is listed as the Sponsoring Agency.
2. You must enter a Note for this request. The Note will detail the type of Access being requested as well as the reason. If you click on Submit prior to entering the Note the system will prompt for a Note.
3. Click “Submit” to enter the request.
    - An email as well as a Work Item will be generated to the Requesting Agency.
    - If you receive a Access Request from another Agency the following steps detail how to complete the Request.

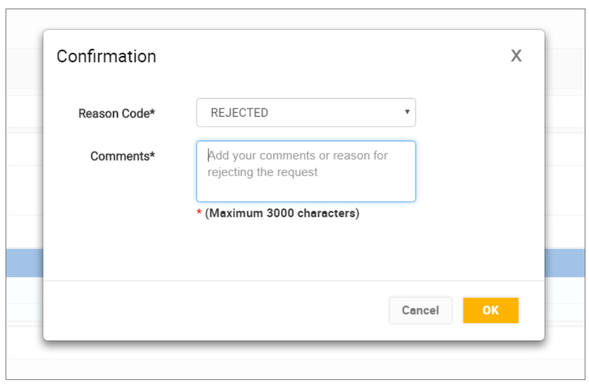


- Work Item Requesting Access Permissions received.
- Click on the “Envelope” to open.

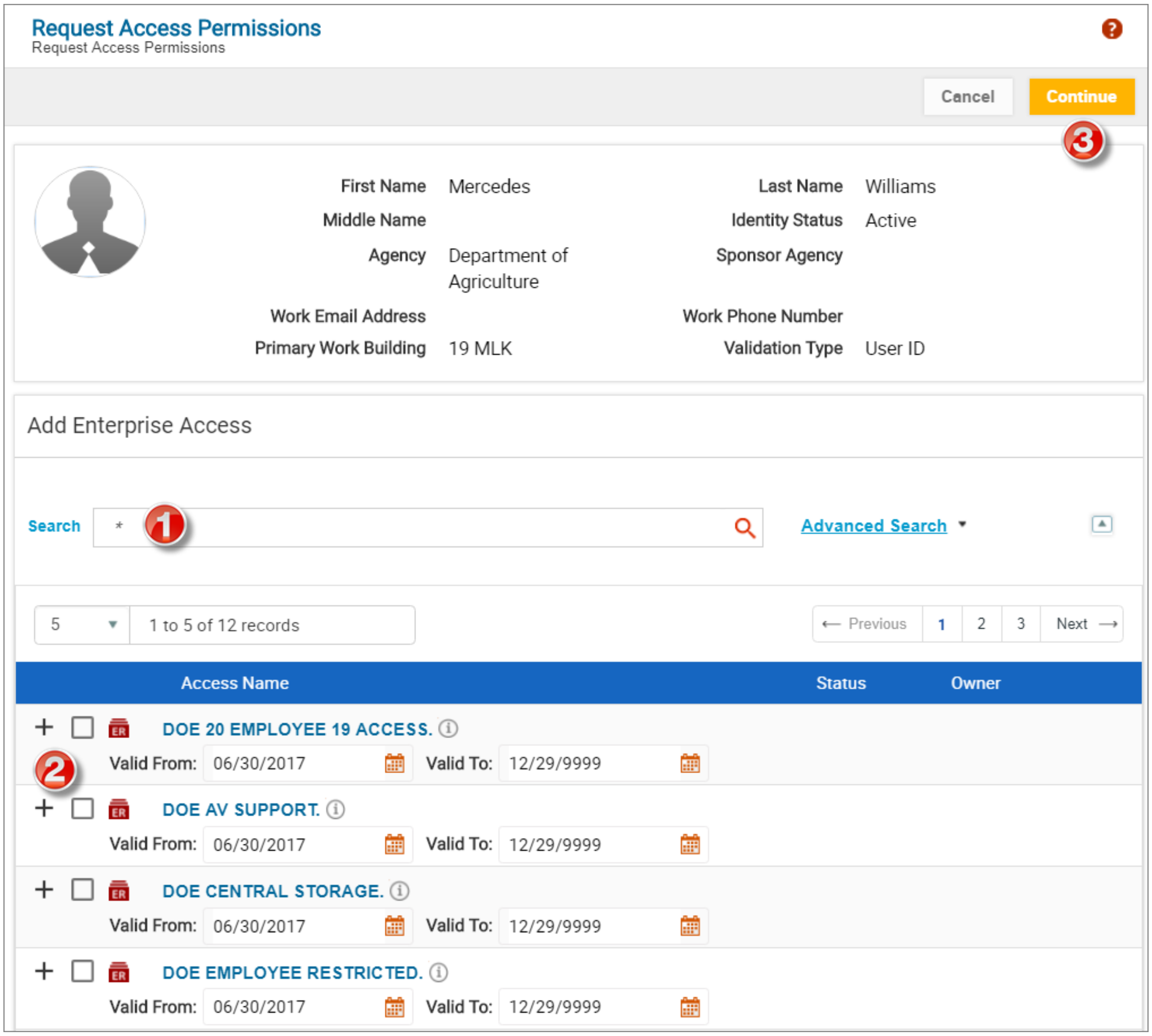




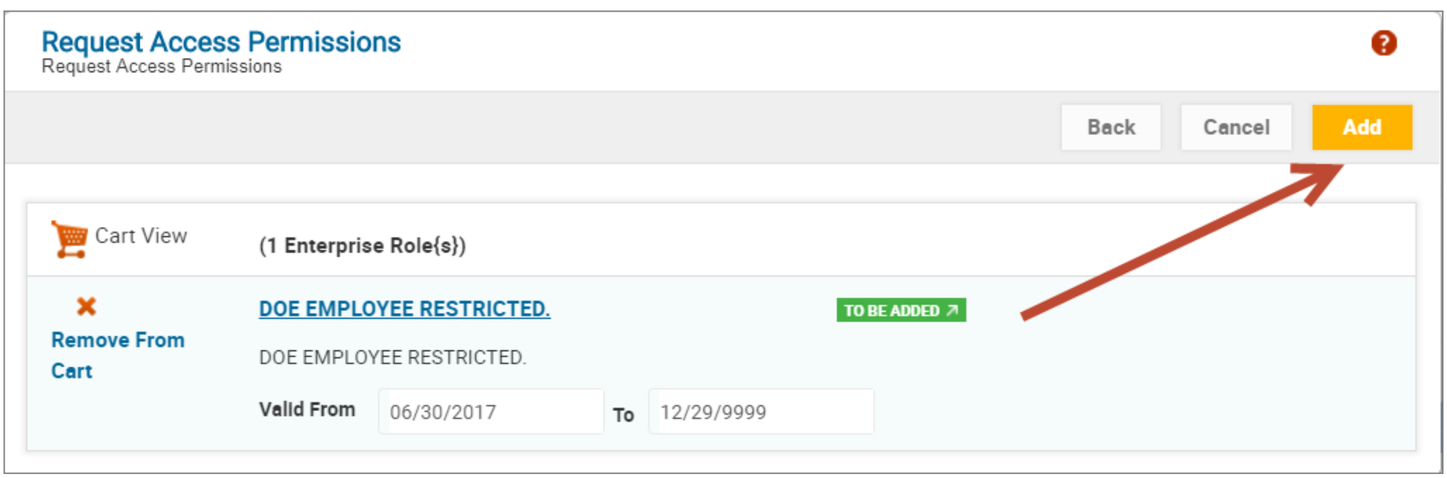
1. Once the Work Item is opened you can view any notes/attachments that have been attached to the Request by clicking on the Notes/Attachments.
2. After reading the Notes if you decide not to Grant Access you can click on the "Reject Request" to deny the Request. A confirmation screen will appear to allow you to enter a Reason Code and Message for the Rejection.



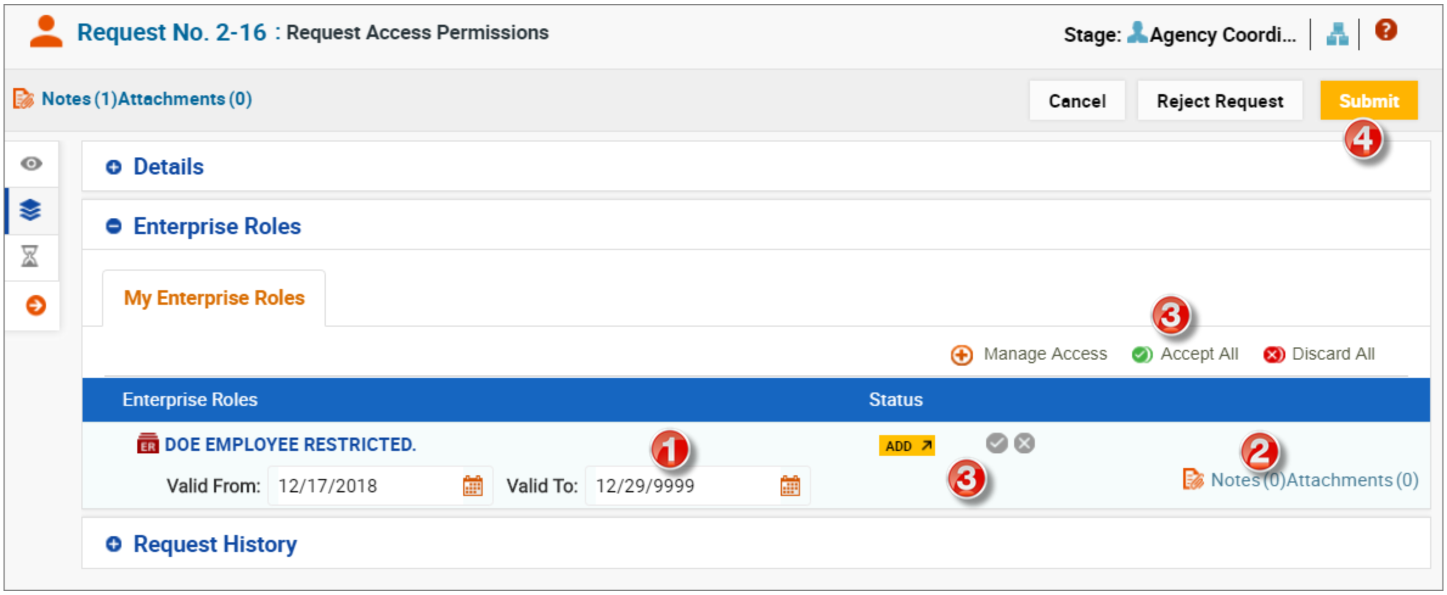
3. If you decide to Grant Access to the individual, you would click on Manage Access to bring up a window that will allow you to select your Access Roles.



1. Enter the Name of one of your Access Roles or simply enter a "*" to get a list of all Agency Access Roles.
2. Select the Access Roles are to be Granted and click "Continue".



- A confirmation screen will appear.
- If this is correct click on "Add"…if this is not the right role click on "Back" to go back to the previous page of selections.

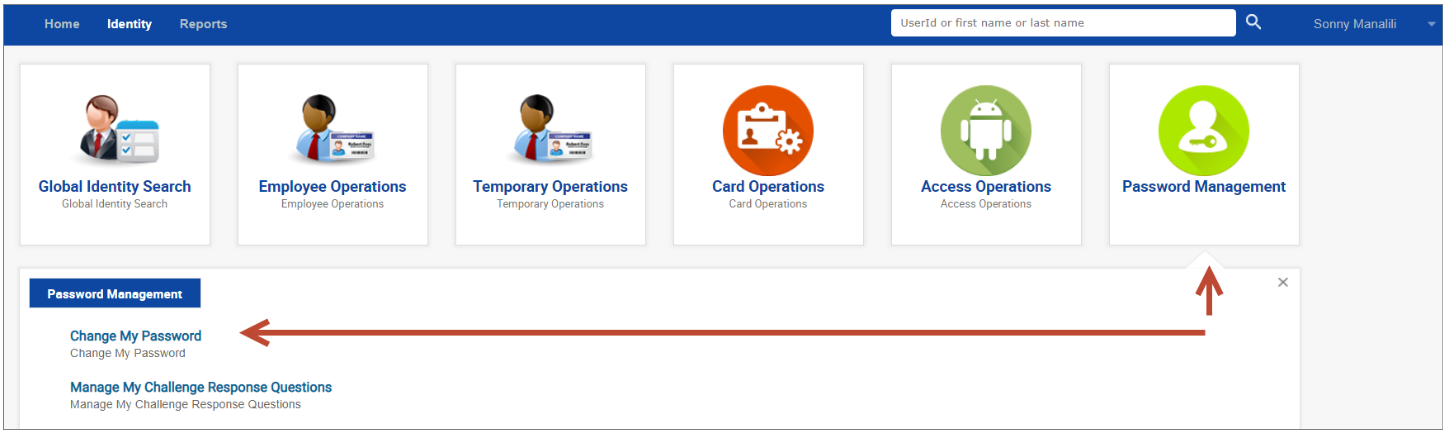


1. A final approval screen will appear where you have one last opportunity to ensure everything is correct. If the Access Role is to be added for a limited time, you can change to the "Valid To" date. This will automatically remove the role after that date.
2. If you want to add Notes to the Access Role being granted you can click on the Notes/Attachments field and enter your Notes.
3. You must do a final confirmation of Access Role by either clicking on the "Check Mark" beside each Access Role or by clicking on "Accept All" in the upper right corner above the Access Roles.
4. Click on "Submit" to Grant the Access Roles. The Access Roles will take effect immediately.

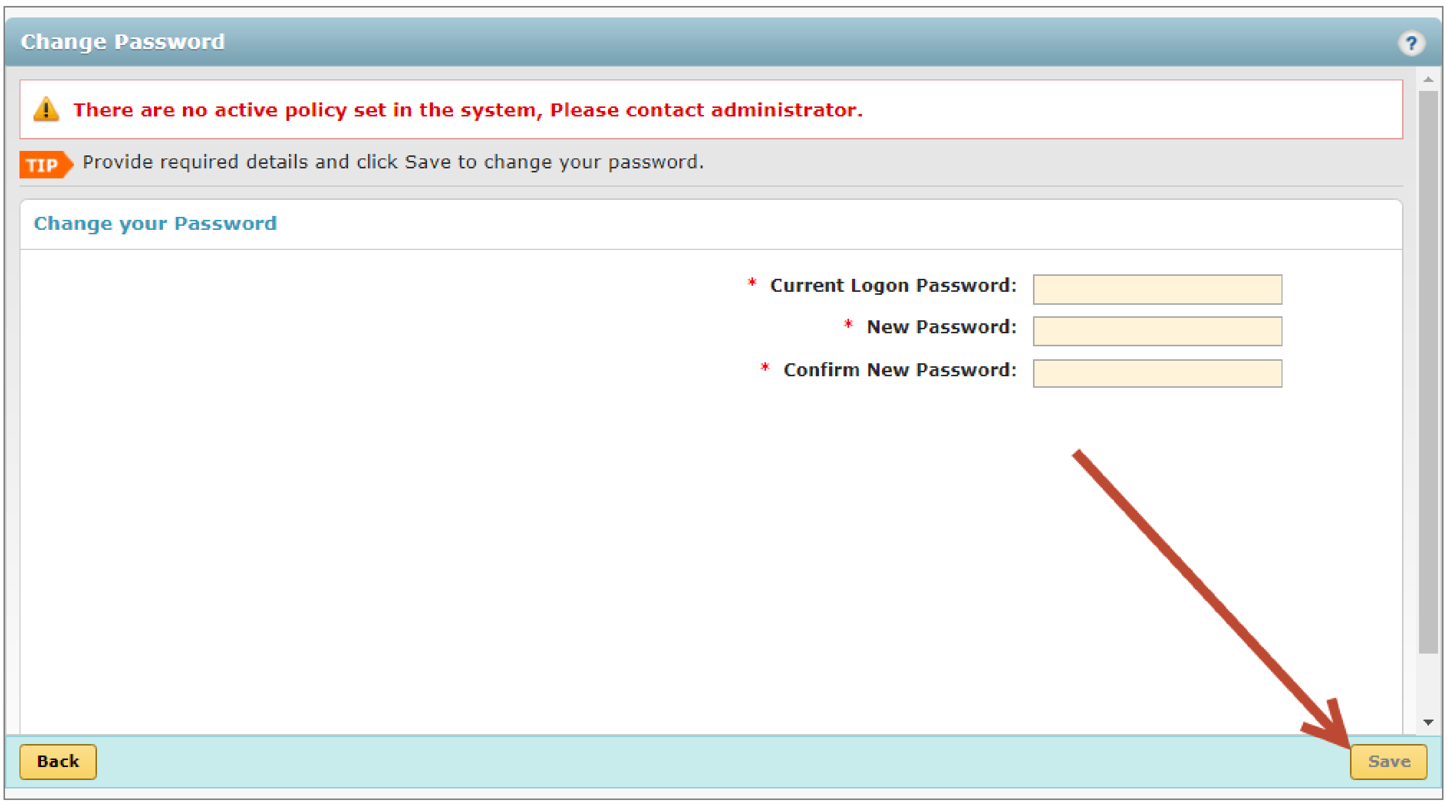
Password Management:

Change my Password:

- If you want to change your Password at any point you would use the “Change My Password” link in the Password Management POD.
- In the Identity Tab…select Password Management…and select Change My Password.

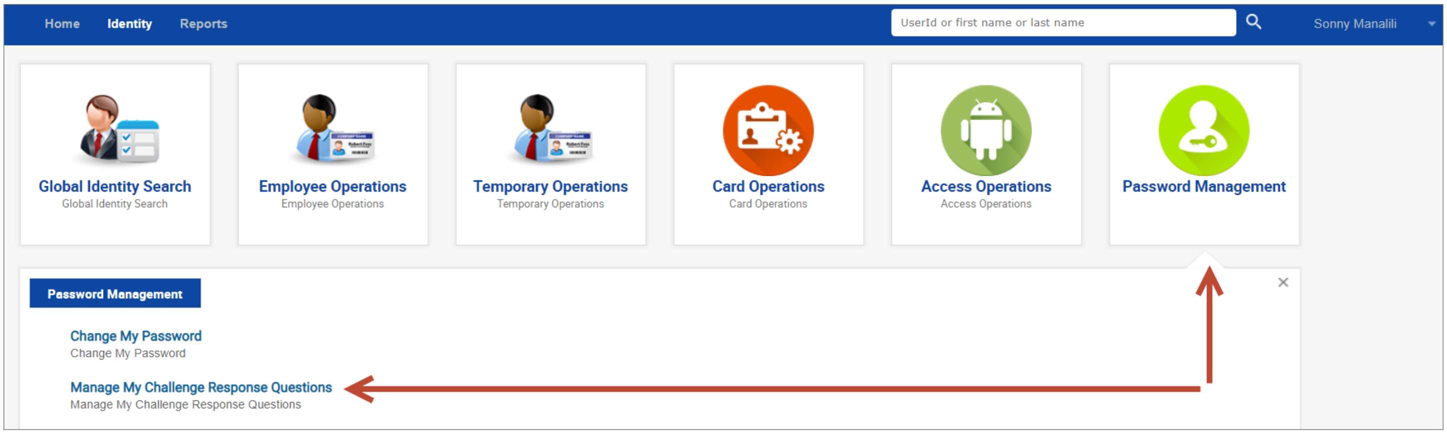


- You will be required to enter your Current Logon Password as well as your New Password twice (second time is a confirmation).
- Click on “Save” when complete to accept changes.



Manage My Challenge Response Questions:

- If you have forgotten the correct answer to one of your Challenge questions or you simply to wish to change the questions you would use the "Manage My Challenge Response Questions" link in the Password Management POD.
- In the Identity Tab…select Password Management…and select Manage My Challenge Response Questions.



- If you wish to change a Standard Question, select the question you wish to change and select a new Question from the dropdown list and Enter the correct answer to the new question.
- If you wish to change a Personal Question, select the question you wish to change and Enter a new Question and Answer.
- Click on "Save" when complete to accept changes.