New On-Line Access Request for Photo ID and Cardkeys

The Medical Illustration unit in Human Resources and the Information Technology Center are very proud to announce the launching of an on-line access request process for photo identification badges and cardkeys.

The two departments have been collaborating for the last few months to create and test an on-line service access process to replace the old method of filling out and faxing paper copies of the request. This new process will enable departments to request a new badge/cardkey or change an existing badge/cardkey on-line. The requester and approver will be able to check the status of each of their requests on-line.

The on-line process achieves the goal of providing a more efficient, speedier, and user-friendly process to obtain photo identification badges and cardkeys. For security purposes, the new system will provide better tracking of badges/cardkeys. Another feature of this new process is electronic notification that a badge/cardkey is ready for processing. This notice is sent to the employee, approver, and the requester.

Effective November 1, 2011, departments are to discontinue faxing badge/cardkey request forms and begin using the on-line access request process. Faxed forms will no longer be accepted. For a step-by-step tutorial on how to request a new badge/cardkey or to request changes to it, please refer to the attachment or click on the link: [http://hr/hrdepts/med_illustration/Badge_Cardkey_Access_Request.pdf](http://hr/hrdepts/med_illustration/Badge_Cardkey_Access_Request.pdf)

Departments will initiate badge/cardkey requests for their new hires on-line. The Human Resources Recruitment and Nurse Recruitment units will no longer process badge/cardkey requests for new hires.

Please contact the Help Desk at 734-HELP if you have questions.
Tutorial on How to Request a Badge/Cardkey

1. Click on “Online Access Request” found on your Lotus Notes Workspace:

![Online Access Request on H3App5]

2. Start a “New Access Request”:

3. Fill in the required general information for the person who needs a new badge/cardkey or changes to their existing badge/cardkey (yellow color in this section denotes a required field):

![Person to change access for]

4. Go to the “grant by system” drop down and click “Add”:

![Grant by system drop down and Add button]

Type in the word “badge” and hit search (the search text box will pop up when you start typing):

![Search text box with badge entered]

Select “Badge/Cardkey Access”, click “OK”:

![Select system to grant access by clicking in the far left column]
5. The Badge/Cardkey form will populate. Only information that applies to your specific request needs to be filled in:

6. At the top/left of your page is a “Submit for Approval” button:

Select this button and click “OK” to find the appropriate manager for approval:
Once you select the manager’s name and hit “OK” the request will be sent to the selected manager for approval. You have completed the badge/cardkey request. As the requester, you will be able to check the status of your request in the Online Access Request System.

7. When the badge/cardkey is ready to be issued or updated at the Medical Illustration Office, an e-mail (such as the one below) will be sent to notify the requester, approving manager and the person for whom the badge is for:

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The Photo Identification Badge/Cardkey for *************** is ready to be issued at the Medical Illustration Office.

Please go to the Medical Illustration Office in Ticon III (2730 Stockton Blvd.) Room 2300. Business hours for Badge/Cardkey processing are between the hours of 7:30 am and 4:00 pm, Monday - Friday, excluding University Holidays. Please bring a valid drivers license or passport and any existing UCDHS ID Badge/Cardkey.

Note: The Badge/Cardkey must be issued within 30 days of this notice or your request will expire.

If you have questions please call the Technology Operations Center @ 734-HELP (734-4357)

Human Resources
Medical Illustration
Ticon III Room 2300
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