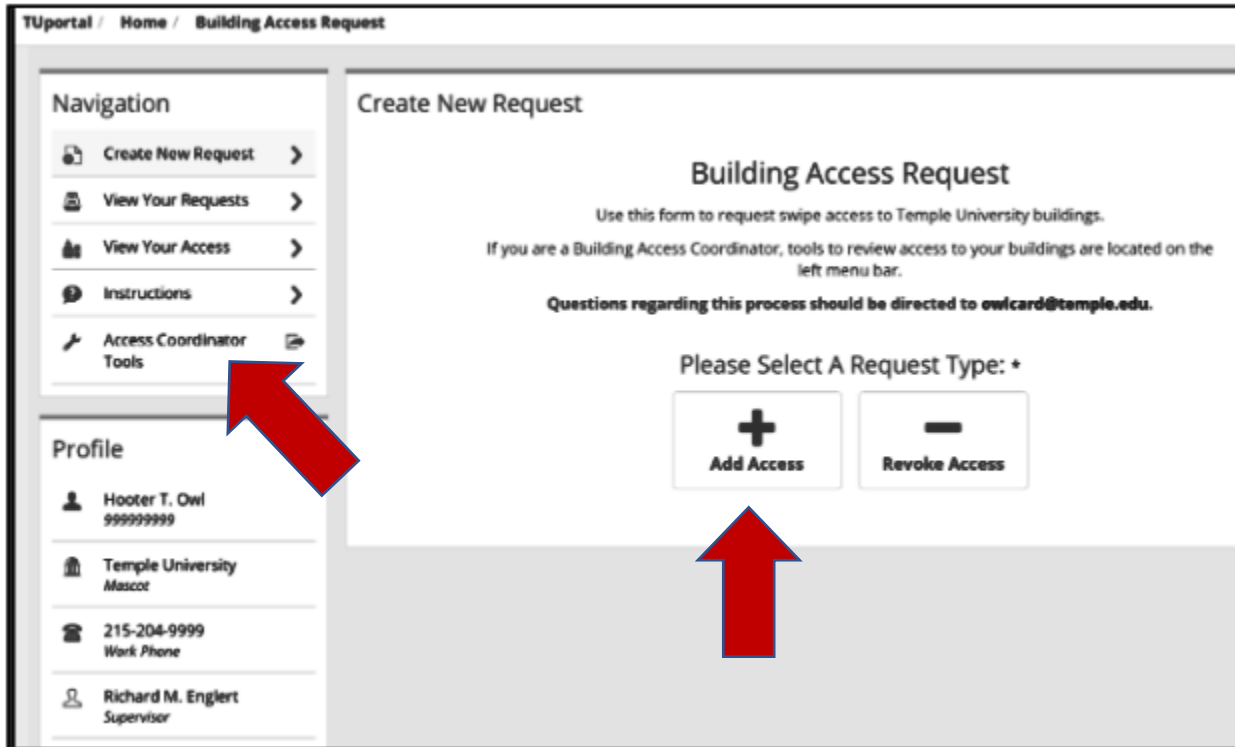


Building Access Request (BAR) Instructions

Login to [TUportal](#)

“[Building Access Request and Alarm Codes](#)” is located under [TUAPPLICATIONS](#) on the homepage in the left-hand navigation.

Select [Building Access Request and Alarm Codes](#) to be taken to the BAR home page:



To create a new request, on the main screen you will see “add access” and “revoke access”.

ADDING ACCESS:

If you are adding building access, click **ADD ACCESS**

Create New Request

Building Access Request

Use this form to request swipe access to Temple University buildings.
If you are a Building Access Coordinator, tools to review access to your buildings are located on the left menu bar.
Questions regarding this process should be directed to owicard@temple.edu.

Please Select A Request Type: *

Assign Users *
Assign users to this request by using the options below.

Add Individual User
Search by TUID or Last Name

Bulk Add Users
Enter up to 10 comma-separated TUIDs

Assigned Users
Click on a user to view the access plans they are currently assigned.
No users have been selected.

Select Access Plan *
Use the drop-downs below to select the access plan to use for this request.
Please note that only one access plan can be selected per request, and access changes will take effect within one hour of final approval.

Building
- SELECT ONE - *

Selected Access Plan
Click on the selected access plan to view the doors that this plan provides.
No access plan has been selected.

Select the supervisor that will approve this request: *
Kathryn D'Angelo *

Effective Date *
Click to select date

Expiration Date
Click to select date

Reason for Request *
- SELECT ONE - *

ADD ACCESS SCREENSHOT

1. ASSIGN USER

Type in the name or TUID for individual.
You may enter last name to do a search.
If adding plan for more than one person, select Bulk Add Users

2. SELECT ACCESS PLAN

Select the building to which you are requesting access, after you select **Building**, Access Plans will populate for that building, select the desired **Access Plan**. You will then be asked to select an **Access Coordinator** from the drop down, which will appear.

3. SELECT SUPERVISOR

Select the supervisor, Enter Effective Date Expiration Date, and Provide Reason

4. CLICK SUBMIT

1. **ASSIGN USER:** Enter the individual's last name or TU ID. If you are searching by name, a pop up screen will appear and you will be prompted with name selections, click on the appropriate Temple user to whom you are assigning building access. The sort criteria are TU Employee, TU Health System Employee, University Guest, TUHS Guest and Student. If you know which category they fit into, you can use the search box and type in the appropriate affiliation to make the list shorter.
 - a. **BULK ADD USERS:** If you are requesting access for multiple people, to the same building and access plan, you may enter up to 10 individual TU ID numbers, separated by a comma.
2. **SELECT ACCESS PLAN:** Select the building to which you are requesting access.
 - a. Once you have selected the building you will be prompted to select an access plan. There are multiple access plans for each building, please review each access plan carefully and select the appropriate plan for the user.
 - b. **SELECT ACCESS COORDINATOR:** The access plan you have selected may have multiple Access Coordinators. Please select the Access Coordinator that interacts the most with your department or is aware of the incoming request.
3. **SELECT SUPERVISOR TO APPROVE THIS REQUEST:** If the individual only has one supervisor, this will populate automatically. If the individual has more than one role, a drop down will appear with their supervisors. Choose the appropriate one for this request. For individual requests, this is the supervisor of the **Assigned User**. For multiple users, the supervisor will be for the **Requestor**.

- EFFECTIVE DATE:** Enter the date you would like the building access to take effect.
- EXPIRATION DATE:** If there is an expiration date for access, enter it here. If not, the system will default to no expiration date.
- REASON FOR REQUEST** is a dropdown. If the reason is not listed, then select “other” and provide the reason.

4. SUBMIT REQUEST

Once you submit your request a **workflow** will automatically be created and sent to both the Supervisor and the Building Access Coordinator.

When **both approvals** are obtained, the system will assign the access within one hour. This process runs 24/7.

REVOKING ACCESS:

If you are removing building access, click **REVOKE ACCESS**

Please Select A Request Type: *

+ Add Access **-** Revoke Access

Assign Users *
Assign users to this request by using the options below.

Add Individual User
Search by TUID or Last Name Search

Bulk Add Users
Enter up to 10 comma-separated TUIDs

Select Access Plans *
Use the form below to select the access plans to revoke in this request.
Please select at least one user.

Select the supervisor that will approve this request: *
Kathryn D'Angelo

Effective Date *
Click to select date

Reason for Request *

Submit Request

REVOKE ACCESS SCREENSHOT

1. ASSIGN USER

Type in the name or TUID for individual.
You may enter last name to do a search.
If adding plan for more than one person, select Bulk Add Users

2. SELECT ACCESS PLAN

Once you have assigned user, a pop up box will appear listing all access plans assigned to that user. From the pop up, select which plan(s) you want to revoke.

3. SELECT SUPERVISOR

Select the supervisor, Enter Effective Date, and Provide Reason

- ASSIGN USER:** Enter the individual’s last name or TU ID. If you are searching by name, a pop up screen will appear and you will be prompted with name selections, click on the appropriate Temple user from whom you are revoking building access. The sort criteria are TU Employee, TU Health System Employee, University Guest, TUHS Guest and Student. If you know which category they fit into, you can use the search box and type in the appropriate affiliation to make the list shorter.

- a. **BULK ADD USERS:** If you are revoking access for multiple people you may enter up to 10 individual TU ID numbers, separated by a comma.
2. **SELECT ACCESS PLAN:** Once you have selected your user(s), the access each one has will appear in a box. Please select the plan(s) that you intend to remove.
3. **SELECT SUPERVISOR TO APPROVE THIS REQUEST:** If the individual only has one supervisor, this will automatically populate. If the individual has more than one role, a drop down will appear with all of their supervisors. Choose the appropriate one for this request. For individual requests, this is the supervisor of the **Assigned User**. For multiple users, the supervisor will be for the person REVOKING the access.
 - a. **EFFECTIVE DATE:** Enter the date you would like the building access to terminate.
 - b. **REASON FOR REQUEST** is a dropdown. If the reason is not listed, then select “other” and provide the reason.
4. **SUBMIT REQUEST**

Once you submit request, a workflow will automatically be created and sent to the individual’s supervisor.

VIEW YOUR REQUESTS:

If you wish to see a log of the Building Access Requests you have submitted, and their status, select VIEW YOUR REQUESTS, located on the BAR home page, left-hand side navigation.

VIEW YOUR ACCESS:

If you wish to see a list of **your own** building access (the buildings to which you have access), select VIEW YOUR ACCESS, located on the BAR home page, left-hand side navigation.

ACCESS COORDINATOR TOOLS:

Access Coordinators can use the navigation on the left to access specific tools pertaining to their plans. When you click on the link, you will see a drop down at the top that displays the access plans that you are a coordinator for. In the lower section, you will see each plan and the individuals that have that plan assigned to them.

