Providing secure employee access to the Capitol Hill workplace.

www.gba.georgia.gov
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Note: For quick navigation through this guide
• In the Table of Contents, click the section link you would like to view and you will be forwarded to that section
Accessing the GBA Building Access Services System

Via GBA Website

1. a. Open a web browser and type http://gba.georgia.gov into the address bar
   b. On the right-hand side of the GBA Homepage, under Custom Links For:, click Agency Coordinators

2. On the Agency Coordinators page, click the Building Access Services link
3. On the Building Access Services page, click the **Building Access Request System** link

**Direct URL**

1. Open a web browser and type in:  https://access.gba.ga.gov
Logging into the GBA Building Access Services System

1. a. Click the required Terms and Conditions checkbox
   b. Enter your **Login ID** and **Password**
   c. Click the **Submit** button

Note: Your **Login ID** is the e-mail address registered with the **GBA Agency Coordinators System**

Note: If you are experiencing any problems, you can contact the GBA Parking & Access Office for assistance

Phone: 404-656-3251
e-Mail: access@gba.ga.gov

2. The **Building Access Services Welcome Page** is displayed
Forgot Password

In the event that you have forgotten your password:

1. a. Click Terms and Agreement checkbox
   b. Enter your Login ID
   c. Click the Forgot Your Password link

2. The Confirm Send Password window will appear. Click OK

3. An e-mail is sent to the address in the login.

4. Open the Attachment for password information.

Note: For security purposes, please delete the e-mail message from the Inbox and Deleted Items.

Note: Also for security purposes, please change your password as soon as possible

<See Changing Your Password>
Building Access Request Form

Accessing Building Access Request Form

1. From the Welcome Page, click the Building Access Request Form link the left-hand menu.

The Building Access Request Form will allow you to:

- Request New Access Cards
- Order Replacement Access Cards
- Deactivate Access Cards
- Reactivate Access Cards
- Update information for an Access Card
- Check the status of your Building Access Requests
Ordering a New Access Card

1. Under **Request Type**, select *New Request* for a **first time** Capitol Hill Card Holder. (Never had a previous access account)

2. Under **Card Type**, select the type of card that the new employee will need
   - *No Card* = used for administrative purposes to register an customer account (ex. Off-site Agency Coordinator)
   - *Employee Card (blue)* = used for State Employees
     - Note: the PeopleSoft ID number is required
   - *Temporary Card* = used for Contractors and/or Temp Card Holders
     - Note: Expiration Date is required

3. **Selection of the Start and Expiration Dates**
   a. **Blue Card**
      i. **Start Date:**
      ii. **Request Agency:**
         iii. **Building:**
   
   Click **Start Date**
Select the date

b. Red Card

i. 

Click **Start Date**

ii. 

Select the date

iii. 

Click **Card Expire Date**
Select the date

4. Select Requesting Agency

   a. Click the Request Agency Section

   b. Select the Agency that is responsible for the Access Card Holder
      Note: Only the Agencies you are authorized for will be selectable

5. Select the Building

   a. Click in the Building section

   b. Select the Card Holder’s primary building
6. Enter in the personal information for the Card Holder

   a. For an Employee Card (blue):
      i. First Name
      ii. Middle Name
      iii. Last Name
      iv. Email
      v. PeopleSoft ID
         Note: If the Card Holder does not have a PeopleSoft Number, please enter a note in the Special Access Request section
      vi. Phone
      vii. Street Address
      viii. City
      ix. State
      x. Zip Code

   b. For a Temporary Card (red)
      i. First Name
      ii. Middle Name
      iii. Last Name
      iv. Email
      v. Company
      vi. Phone
      vii. Street Address
      viii. City
      ix. State
      x. Zip Code
7. Upload Photo
   a. Click the **Browse** button
   ![Browse button image]
   b. Browse to the location where you saved the Card Holder’s picture
   c. Click the picture file and click **Open**

   Photo File Requirements
   - JPEG (.jpg) format
   - Between 320X240 and 640X480

8. Select **General Capitol Hill Access Groups** using the drop-down menus

9. Add Special Access Request (Optional)
   ![Special Access Request section]

   If you require special access, enter in the information in the **Special Access Request** section (specific locations, restricted locations, time restrictions, etc.).
   
   Note: Access to other Tenant Spaces will require a Designated Approval.

   The **Access Admin Notes** section is Read-Only for the Access Requestor.
10. Submit Request

Once you have completed the form, click **Submit Request**. Your Building Access Request will be submitted to the Access Office for approval.

**Cancel:** This will clear all the entered information and then return you to the **Welcome Screen**

**Clear Input:** This will clear all of the entered information and reset the **Building Access Form**

Note: Please make sure to confirm all the information before submitting your Building Access Request Form.
Ordering a Replacement Access Card

Replacement Access Card: In the event that you have a Card Holder who has lost or damaged their Access Card, you can order a replacement Access Card.

1. Under **Request Type**, select **Replacement**

2. Select the Card Holder

   a. Click the Letter drop-down box and select the First letter of the Card Holder’s last name. This will narrow down the list of selectable Card Holders.

   b. Scroll down the list of Customers and select the card holder.

   c. Click the **Load** button

Note: If you cannot locate a Card Holder in the **Customer** section, please contact the Access Office for assistance
3. Click the **Load** button to display the customer information.

4. Verify that the Card Holder’s information and click the **Submit Request Button**.

The Replacement Access Card Request will be processed by the GBA Access Office.
Deactivating an Access Card

Deactivate Access Card: When an employee resigns, transfers, or is terminated.

1. Under Request Type, select Deactivate

2. Select the Card Holder

   a. Click in the Letter drop-down box and select the First letter of the Card Holder’s name. This will narrow down the list of selectable Card Holders

   b. Scroll down the list of Customers and select the card holder.

   c. Click the Card Holder you would like to Deactivate and Click the Load button

Note: If you cannot locate a Card Holder in the Customer section, please contact the Access Office for Assistance
3. Click the **Load** button to display the customer information.

4. Verify that the Card Holder’s information is correct and click the **Submit Request Button**.

Your Request will be processed by the GBA Access Office
Reactivating an Access Card
Reactivate Access Card: Reactivate a previously Deactivated card.

From the Main Screen

1. Select **Reactivate**

2. Select the Card Holder

   a. Click in the Letter drop-down box and select the First letter of the Card Holder’s name. This will narrow down the list of selectable Card Holders

   b. Scroll down the list of Customers and select the card holder.

   Note: When you click in the **Customer** section, you will be able to start typing in the last name to narrow your search

   c. Click the **Load** button

   Note: If you cannot locate a Card Holder in the **Customer** section, please contact the Access Office for Assistance
3. Click the **Load** button to display the customer information.

4. Verify that the Card Holder’s information is correct and click the **Submit Request Button**.

   Your Request will be processed by the GBA Access Office
**Updating an Access Card**

**Updating an Access Card: Updating Access Groups, Contact information, or Name Change**

1. Select **Update**

2. Select the Card Holder

   a. Click in the Letter drop-down box and select the First letter of the Card Holder’s name. This will narrow down the list of selectable Card Holders.

   b. Scroll down the list of Customers and select the card holder.

   c. Click the Card Holder you would like to Update and Click the **Load** button.

Note: If you cannot locate a Card Holder in the Customer section, please contact the Access Office for Assistance.
3. After you click the **Load** button, the system will automatically load the Card Holder’s information.

4. Make the appropriate changes to the Card Holders
   
a. Card Expire Date  
b. Request Agency  
c. Building  
d. First Name  
e. Middle Name  
f. Last Name  
g. Email  
h. Company (if Temporary Card (red))  
i. PeopleSoft (if Employee Card (blue))  
j. Phone  
k. Street Address  
l. City  
m. State  
n. Zip Code  
o. Upload Photo (updated photo)  
p. General Capitol Hill Access Groups  
q. Special Access Request

5. Verify that the Card Holder’s information is correct and click the **Submit Request Button**.

Your Request will be processed by the GBA Access Office
Manage Your Access Requests

After you have submitted a request (New Request, Replacement, Deactivate etc.), the Request Status Grid will appear at the top of the screen. Review the status and manage your Requests

- **Edit** Update the request
- **Delete** Remove the request

**Edit Access Request**

1. Click **Edit** to modify a request

   ![Building Access Request Form](image)

   - **First Name**: Jane
   - **Middle Name**: J
   - **Last Name**: Smith
   - **Email**: jane.smith@agency.gsa.gov
   - **Peoplesoft ID**: x0000000000
   - **Amano ID**: XXXXX
   - **Building**: 270 Washington 4th Floor
   - **City**: Atlanta
   - **State**: Georgia
   - **Zip Code**: 30304

2. Change the appropriate information and click the **Submit** button
Deleting Access Request

1. Click **Delete** to remove the request

2. Click **Delete** to confirm removal or **Cancel** to keep the request

The Request Status Grid will show submitted Requests that are awaiting approval.

To review past requests use the **Include Processed Requests** and/or **Include Denied Requests** checkboxes.

The **Filter** allows for targeted display of requests. For instance, Last Name, Request Number, etc.

You can also sort the Request Status Grid by **Last Updated**, **ReqID**, **Name**, **Request Status**, **Request Type**, **PeopleSoft ID**, or **Email**. Click the appropriate column heading to sort the requests.
### Building Access System Reports

Several reports are available to Access Coordinators to support Access Card and Usage audits.

#### Building Access System Reports:

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Access Card Audit Report</td>
<td>Audit status of Agency Card Holders</td>
</tr>
<tr>
<td>Agency Tag Holder List</td>
<td>List of persons associated to the agency</td>
</tr>
<tr>
<td>Agency Tag Holders By Group</td>
<td>List of card holders in the access group</td>
</tr>
<tr>
<td>Agency Access Groups By Door</td>
<td>List of door access groups</td>
</tr>
<tr>
<td>Agency Location Door Accesses</td>
<td>History of card accesses to a door location by date range</td>
</tr>
<tr>
<td>Agency Location Tag Holders</td>
<td>Card holders with access to a specific Door</td>
</tr>
<tr>
<td>Agency Personnel Door Accesses</td>
<td>Doors a card holder accessed during a date range</td>
</tr>
<tr>
<td>Agency Visitors</td>
<td>List of persons that have entered using the Easy Lobby Visitor Management System (Twin Towers/2 Peachtree)</td>
</tr>
</tbody>
</table>

#### Accessing Building Access System Reports

Note: To use the Building Access System Reports, you will need Adobe Reader installed on your PC:

- Please consult with your IT support if you need assistance

1. a. Click **Access Reports** in the Menu.
   or
   b. Click **Reports** at the top of the **Building Access Form**
2. Click **Report** drop-down to display the report menu
Building Access System Reports: Agency Audit Access Cards

1. Click on **Reports** drop-down menu and select **AgencyAuditAccessCards**

2. Click on the **Agencies** drop-down menu and select **Your Agency**
   Note: You will only have access to Agencies that you support

3. You can run the report and/or export the report into a CSV file
   A. Run report
   i. Click **Submit Report**
ii. A new window will open with the PDF copy of the report

Note: Your browser may prompt you to allow pop-up windows.
Firefox:

Select **Allow pop-ups for access.gba.ga.gov**

Internet Explorer:

Select **Always Allow Pop-ups from This Site**

iii. To Print the Report (two options)

a. Right-click in the report window and click on **Print...**
b. Hover at the bottom half of the report window until the Adobe Reader bar appears. Click on the Print Icon

B. Export/Save report to CSV File

i. Click on Create CSV

ii. Your browser will prompt you to **Open** or **Save** the report

Firefox

a. Select **Save File**
b. Click **OK**
c. The Report will be saved to your browser’s Download folder

Internet Explorer

a. Select **Save**
b. Click **OK**
c. The Report will be saved to your browser’s Download folder
iii.

The **Agency Audit Access Card** Report displays the following fields:
- Name
- Type
- Status
- Customer Info
- Primary Building
- Audit Notes
Building Access System Reports: Agency Tag Holders

1. Click the **Reports** drop-down menu and select *AgencyTagholders*

2. Click the **Agencies** drop-down menu and select the report
   Note: You will only have access to Agencies that you support

3. You can run the report and/or export the report into a CSV file
   A. Run the report
   i. Click **Submit Report**
ii. A new window will open with the PDF copy of the report

B. Export/Save report to CSV Report

i. Click on **Create CSV**

ii. **Open** or **Save** the report
iii. The **Agency Audit Access Cards** report displays the following fields:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CustomerID</td>
<td>Customer Info</td>
</tr>
<tr>
<td>Name</td>
<td>Primary Building</td>
</tr>
<tr>
<td>Type</td>
<td>Audit Notes</td>
</tr>
</tbody>
</table>
Building Access System Reports: Agency Tag Holders By Group

1. Click the **Reports** drop-down menu and select **AgencyTagHoldersByGroup**

2. Click the **Agencies** drop-down menu and select the report
   Note: You will only have access to Agencies that you support
3. You can run the report or export the report into a CSV file
   A. Run the Report
      
      i. Click **Submit Report**

      ii. A new window will open with the PDF copy of the report
B. Export/Save report to CSV

i. Click on **Create CSV**

ii. **Open** or **Save** the report

iii. The **Agency Tag Holders By Group** Report displays the following fields:

   - Access Group
   - Building
   - Name
   - Tag Code
   - Tag Expire
Building Access System Reports: Agency Access Groups By Door

1. Click the **Reports** drop-down menu and select *AgencyAccessGroupByDoor*

2. Click the **Agencies** drop-down menu and select the report
   Note: You will only have access to Agencies that you support

3. You can run the report or export the report into a CSV file
   A. Run the report
      i. Click **Submit Report**
ii. A new window will open with the PDF copy of the report

B. Export/Save report to CSV File

i. Click **Create CVS**

ii. **Open** or **Save** the report

iii. The **Agency Access Group By Door** Report

   - Displays the following fields
     - Door
     - Access Group
Building Access System Reports: Agency Location Door Accesses

1. Click the Reports drop-down menu and select *AgencyLocationDoorAccess*.

2. Click the Agencies drop-down menu and select the report.
   Note: You will only have access to Agencies that you support.

3. Select the Door to be reported.
4. Click **Begin Date:** to select the begin date of the report

5. Click **End Date:** to select the end date of the report

6. You can run the report or export the report into a CSV file
   A. Run the report
i. Click **Submit Report**

ii. A new window will open with the PDF copy of the report
B. Export Report to CSV

i. Click **Create CSV**

ii. **Open** or **Save** the report

iii. The **Agency Location Door Access** Report displays the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Customer Name</td>
<td></td>
</tr>
<tr>
<td>Tag Code</td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Access Date</td>
<td></td>
</tr>
<tr>
<td>Access Time</td>
<td></td>
</tr>
</tbody>
</table>
Building Access System Reports: Agency Location Tag Holders

1. Click the **Reports** drop-down menu and select **AgencyLocationTagholders**

2. Click the **Agencies** drop-down menu and select the report
   *Note: You will only have access to Agencies that you support*

3. Select the Door to be reported
4. you can run the report or export the report into a CSV file
   A. Run the report
      
      i. Click **Submit Report**

      ![Image of report with details]

      ii. A new window will open with the PDF copy of the report
B. Export Report to CSV

i. Click the **Create CSV**

ii. **Open** or **Save** the report

iii. The **Agency Location Tag Holders** Report displays the following fields:

- Location
- Customer Name
- Customer Type
- Tag Code
- Agency
Building Access System Reports: Agency Personnel Door Accesses

1. Click the **Reports** drop-down menu and select **AgencyPersonnelDoorAccesses**

2. Click the **Agencies** drop-down menu and select the report
   Note: You will only have access to Agencies that you support

3. Click **Tag Holders**: select the Card Holder to be reported
4. Click **Begin Date:** to select the begin date.

5. Click **End Date:** to select the end date.
6. You can run the report or export the report into a CSV file
   A. Run the report
      i. Click the **Submit Report** button
      ii. A new window will open with the PDF copy of the report
B. Export Report to CSV

i. Click the **Create CSV**

ii. **Open** or **Save** the report

iii. The **Agency Access Group By Door** Report displays the following fields:

   - **Door**
   - **Access Group**
Building Access System Reports: Agency Visitors
For Agencies residing in buildings with the Easy Lobby visitor management system.

1. Click the **Reports** drop-down menu and select **Agency Visitors**

2. Click the **Agencies** drop-down menu and select the report
   Note: You will only have access to Agencies that you support.
3. Click **Begin Date:** to select the begin date of the report

4. Click **End Date:** to select the end date of the report
5. You can run the report or export the report into a CSV file
   A. Run the report
      
      ![Building Access Services Interface](image)
      
      i. Click **Submit Report**

      ![Agency Visitors Report](image)

      A new window will open with the PDF copy of the report Building Access Services User Guide 41
B. Export Report to CSV

i. Click **Create CSV**

ii. **Open** or **Save** the report

iii. The **Agency Visitor** Report displays the following fields:
   - Name
   - Visitor Type
   - Visit Date
   - Visit Time
   - Visited Party
   - Entry Location
   - Start Date
   - End Date
Access Card Audit

Access Card Procedural Summary

1. Review the Access Card Grid
   a. Make sure that the Type (E or T) is correct
   b. Change the Status from Uncertified to Active, Terminated, or Wrong Agency
   c. Change the Building if necessary
   d. Add Notes if necessary
   e. Confirm Other Information is correct

2. After changes are made click on the Save button or the Save link

3. Review the Access Card Report to make sure that all Access Cards have been Audited

4. When all Access Cards are validated, click Certify

Accessing the Access Card Audit

After logging into the Online Building Access System, click Access Card Audit on the left side menu.
Access Card Audit Features

Agency and Filter

Agency: If you are responsible for more than one Agency/Organization, you will be to select the appropriate Agency with the Agency drop-down menu

Filter: Filter by Card Holder name or name of contract company
Enter in the term you would like to filter and hit the Enter key or click Refresh Screen

Clear the Filter:
Clear the Filter field and hit Enter key to return to the full list
-or-
Clear the Filter filed and hit Refresh Grid

Uncertified Only:

☑ Checked: (Default) Card Holders that have not been certified will only be displayed

☐ Unchecked: All Card Holders will be displayed
Grid Navigation

- <<: Previous Page
- Refresh Grid: The current page will be refreshed
- >>: Next Page
- Save: Save any changes that you have made to the Access Card Grid
- Exit: Exit the Access Card Audit and return to the Building Access System homepage

Certify

You are confirming that all "active" employees and contractors are authorized by your agency to have a Capitol Hill Access Card.

- Certify: All changes that made to the entire Agency will be submitted to the GBA Parking and Access Office for processing.
  - If Access Card is Active: the Access Card will be verified as Active
  - If Access Card is Terminated: a Deactivate Request will be generated
  - All Access Coordinators for your Agency/Organization will receive an e-mail informing them that all Access Cards statuses have been certified

Warning: Use Certify only when all of the Access Cards have been verified for your entire agency

After you have clicked Certify, click Accept
**Access Card Grid**

<table>
<thead>
<tr>
<th>Name</th>
<th>Photo</th>
<th>Type</th>
<th>Status</th>
<th>Building</th>
<th>Notes</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Scarlet</td>
<td></td>
<td>E</td>
<td>Uncertified</td>
<td>2 Peachtree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowman, Rebecca</td>
<td></td>
<td>E</td>
<td>Uncertified</td>
<td>Twin Towers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooper, Krissy</td>
<td></td>
<td>E</td>
<td>Uncertified</td>
<td>1 MD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save:** Save changes that you have made to the current row

**Name (view-only):** Name of the Access Card Holder

**Photo (view-only):** Photo of the Access Card Holder (if available)

**Type (view-only):** Type of Access Card
- **E** = Employee
- **T** = Temporary

**Status:**
- **Uncertified:** Access Card has not been Certified. Select one of the other statuses
- **Active:** The Access Card is currently in use
- **Terminated:** The Access Card is no longer in use and needs to be deactivated
- **Wrong Agency:** The Access Card Holder is not working in your Agency

**Building:** Primary Building that the Access Card Holder is located
- Use the drop-down menu to select the correct building

**Notes:** Notes for Agency Coordinator use.
- Notes will be included to a Deactivate OBAS Request with a Terminated status changes.

**Other Information (view-only):**
- **Type E** = PeopleSoft Number (if applicable/available)
- **Type T** = Company of Temporary Access Card holder

**Sort Access Card Grid**

You can sort by **Name, Photo, Type, Status, Building, Notes, and Other Information**

Click the appropriate link at the top of the Access Card Grid to sort
Access Card Audit Report
The Access Card Report is available to track the progress of the Access Card Audit. The report will display a list of Access Card Holders.

View the Access Card Audit Report
Click View Report in the Grid Navigation section

Print Access Card Audit Report
Click the Print icon on the Report toolbar

Footnote: If Agency Access Card Audit Report does not appear within a reasonable time, click Export for the report to appear as a CSV file.
Note: If saving data into a Pivot Table, save the data as an Excel file first
Export Access Card Audit Report

1. Click on Export

2. Click on Save

3. Browse to the location you would like to save the report

   Save as Type: Excel Workbook (*.xlsx or *.xls)

   Click Save

When you are finished with the Access Card Audit Report, click Return to Audit.
Change Your Password
For security purposes you can change your password

1. Click **Change Password**

2. 
   a. In the **Password** section, type in your *current password*
   b. In the **New Password** section, type in the new password
   c. In the **Confirm New Password** section, re-type the new password
   d. Click **Save Password**

Note: Passwords are case sensitive
Logging out of the Access Services System

After you have completed your Access Request, you can log out of the system by clicking **Logout**

For security reasons, do not leave your screen unattended without logging out of the system.
Questions & Answers

Q: How do I order a new Access Tag?
A: Use the following steps
   1. Log into the Building Access Request System
   2. Go to the Building Access Request Form
   3. Under Request Type, select New Request
   4. Fill out the necessary information
   5. Click Submit
   6. Your request will be reviewed by GBA Parking & Access
   7. You will receive an e-mail
      a. if your request requires more information
      b. if your request has been approved

Q: What do I do if I have an employee who recently lost their card?
A: Use the following steps
   1. Log into the Building Access Request System
   2. Go to the Building Access Request Form
   3. Under Request Type, select Replacement
   4. Select the Employee from the Employee List
   5. Click Submit
   6. Your request will be reviewed by GBA Parking & Access
   7. You will receive an e-mail
      a. if your request requires more information
      b. if your request has been approved

Q: I have an employee that has recently changed their last name. How can I get a new card with their new last name?
A: Use the following steps
   1. Log into the Building Access Request System
   2. Go to the Building Access Request Form
   3. Under Request Type, select Update
   4. Select the Employee from the Employee List
   5. Enter in the Employee’s updated information
   6. Click Submit
   7. Your request will be reviewed by GBA Parking & Access
   8. You will receive an e-mail
      a. if your request requires more information
      b. if your request has been approved
Q: Someone wants to update their picture their Access Card. What would be the best way to get this done?
A: Use the following steps
1. Log into the Building Access Request System
2. Go to the Building Access Request Form
3. Under Request Type, select Update
4. Select the Employee from the Employee List
5. In the Update Photo section, click the Browse button and upload the updated Employee picture
6. Click Submit
7. Your request will be reviewed by GBA Parking & Access
8. You will receive an e-mail
   a. if your request requires more information
   b. if your request has been approved

Q: We have a contractor who has a temporary badge and we had to extend his contract. How can I get an extension for the Temporary Card?
A: Use the following steps
1. Log into the Building Access Request System
2. Go to the Building Access Request Form
3. Under Request Type, select Update
4. Select the Contractor from the Employee List
5. In the Card Expire Date, Select the new date
6. Click Submit
7. Your request will be reviewed by GBA Parking & Access
8. You will receive an e-mail
   a. if your request requires more information
   b. If your request has been approved
Q: I have a temporary employee that we have hired as a permanent employee. Can I get their Access Card changed?
A: To change an Access Card from a Temporary (red) to an Employee (blue) or vice-versa, use the following steps
1. Log into the Building Access Request System
2. Go to the Building Access Request Form
3. Under Request Type, select Update
4. Under Card Type, change the selection from Temporary (Red) to Employee (Blue) or Employee (Blue) to Temporary (Red)
5. Click Submit
6. Your request will be reviewed by GBA Parking & Access
7. You will receive an e-mail
   a. if your request requires more information
   b. If your request has been approved