



Building Access Services User Guide

Version 1.8.2



Providing secure employee access to the Capitol Hill workplace.

www.gba.georgia.gov

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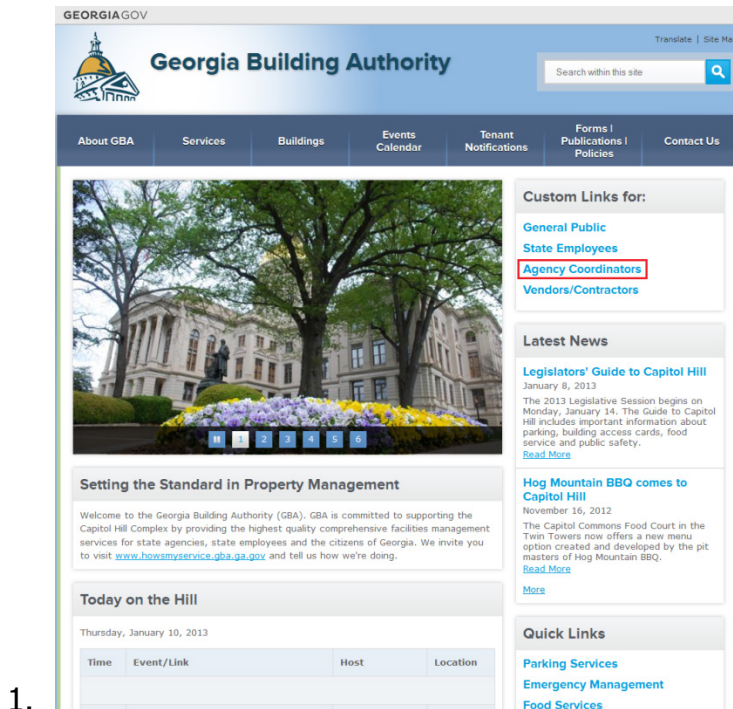
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Note: For quick navigation through this guide

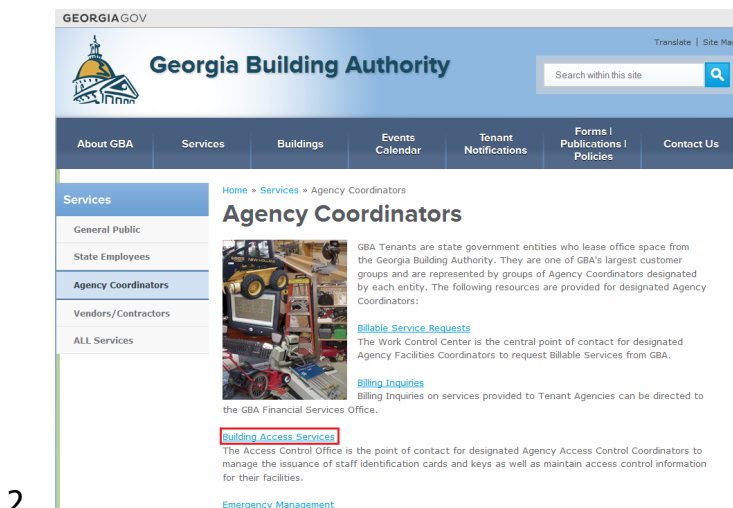
- In the Table of Contents, click the section link you would like to view and you will be forwarded to that section

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

The screenshot shows the Georgia Building Authority website. The header includes the logo, the text "Georgia Building Authority", and a search bar. The navigation menu includes links for About GBA, Services, Buildings, Events Calendar, Tenant Notifications, Forms | Publications | Policies, and Contact Us. The "Services" section is expanded, showing a list of services: General Public, State Employees, Agency Coordinators, Vendors/Contractors, and ALL Services. The "Building Access Services for Agency Coordinators" page is displayed, featuring a photo of a person at a desk, contact information for the GBA Building Access Office, a description of the office's responsibilities, and a list of related links. The "Building Access Request System" link is highlighted with a red box. Below the links, there is a section for the "Designated Agency Building Access Coordinators List" with a form to request access.

GEORGIA.GOV

Georgia Building Authority

Translate | Site Map

Search within this site

About GBA Services Buildings Events Calendar Tenant Notifications Forms | Publications | Policies Contact Us

Services

General Public

State Employees

Agency Coordinators

Vendors/Contractors

ALL Services

Home » Services » Building Access Services for Agency Coordinators

Building Access Services for Agency Coordinators

GBA Building Access Office
1 Martin Luther King, Jr., Drive
Atlanta, Georgia 30334
Hours: 7:30 a.m.-4:30 pm. M-F
Phone: 404-656-3251

GBA Building Access Services office is responsible for managing the issuance of Capitol Hill access cards and keys to GBA facilities.

Agency Access Coordinators maintain accurate employee access information for their facilities and collaborate with the Building Access Office.

Related Links

[Agency Access Reports Powerpoint Presentation \(8-26-10\)](#)

[Building Access Request System](#)

[Designation of Agency Building Access Coordinators Form](#)

[Building Policy](#)

Designated Agency Building Access Coordinators List

Individuals listed below are authorized to request building access for their employees. Use the form above to designate new coordinators. Contact sharon.burrow@gba.ga.gov to request that an individual be removed from the list.

Agency Name	Coordinator Name
-------------	------------------

3.

On the Building Access Services page, click the **Building Access Request System** link

Direct URL

The screenshot shows the Georgia Building Authority Building Access Services page. The header includes the logo, the text "Georgia Building Authority", and a banner for "Building Access Services" with the tagline "Providing secure employee access to the Capitol Hill workplace". The left sidebar contains links for User Guide, Training Video, Building Access Request Form, Access Reports, Change Password, GBA Building Policy, GBA Building Access Resources, and Georgia Building Authority. The main content area is titled "Building Access Request System" and contains a description of the system, a login form, and a checkbox for agreement to the terms and conditions.

GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

[User Guide](#)

[Training Video](#)

[Building Access Request Form](#)

[Access Reports](#)

[Change Password](#)

[GBA Building Policy](#)

[GBA Building Access Resources](#)

[Georgia Building Authority](#)

Building Access Request System

The Georgia Building Authority (GBA) provides employees access to Capitol Hill workplaces. This system allows authorized Agency Building Access Coordinators to request building access cards for their employees, to deactivate records, and to update/edit current employee records.

Please check the box below and enter your login information to access the system.

☐ As a Designated Agency Building Access Coordinator, I agree to the terms and conditions outlined in Section III of the [GBA Building Policy](#) and will inform all employees and contractors in my agency of this policy.

Login ID

Password [Forgot Your Password](#)

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

1.

Open a web browser and type in: <https://access.gba.ga.gov>

Logging into the GBA Building Access Services System

GEORGIA BUILDING AUTHORITY

Building Access Services
Providing secure employee access to the Capitol Hill workplace

[User Guide](#)
[Training Video](#)
[Building Access Request Form](#)
[Access Reports](#)
[Change Password](#)
[GBA Building Policy](#)
[GBA Building Access Resources](#)
[Georgia Building Authority](#)

Building Access Request System

The Georgia Building Authority (GBA) provides employees access to Capitol Hill workplaces. This system allows authorized Agency Building Access Coordinators to request building access cards for their employees, to deactivate records, and to update/edit current employee records.

Please check the box below and enter your login information to access the system.

☐ As a Designated Agency Building Access Coordinator, I agree to the terms and conditions outlined in Section III of the [GBA Building Policy](#) and will inform all employees and contractors in my agency of this policy.

Login ID:

Password: [Forgot Your Password](#)

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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

GEORGIA BUILDING AUTHORITY

Building Access Services
Providing secure employee access to the Capitol Hill workplace

[Logout](#)
[User Guide](#)
[Training Video](#)
[Building Access Request Form](#)
[Access Reports](#)
[Change Password](#)
[GBA Building Policy](#)
[GBA Building Access Resources](#)
[Georgia Building Authority](#)

XXXXX.XXXXXXXX@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Welcome!

As an authorized Agency Building Access Coordinator you can request new access cards or maintain current employee records using our online "Building Access Request Form". The grid at the top of the form provides the status of all open requests for your agency. Upon approval, requests are fulfilled and changes are reflected in the system. Notification will be e-mailed to you, the coordinator, when access cards are ready for pickup.

Use the links in the left column to access following resources:

User Guide & Training Video - Assists coordinators with logging into the system and completing the online Building Access Request Form.

Building Access Request Form - Online form used by coordinators to review the status of requests, order new or replacement access cards, and update/deactivate/reactivate existing access cards.

Access Reports - List of building reports available to agency coordinators for identifying access card users and access card usage.

GBA Building Policy - Building guidelines and restrictions provided to ensure facilities and related physical assets meet their intended functions and are maintained in a high quality, cost-effective, and timely manner.

GBA Building Access Resources - List of designated Agency Building Access Coordinators, form used by agencies to designate new coordinators, and other resources.

Georgia Building Authority - The Georgia Building Authority (GBA) is responsible for all maintenance and services associated with the management of buildings and various facilities located in the Capitol Hill Complex, including the Georgia State Capitol building and the Governor's Mansion.

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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

Forgot Password

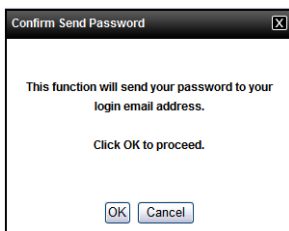
In the event that you have forgotten your password:

☒ As a Designated Agency Building Access Coordinator, I agree to the terms and conditions outlined in Section III of the [GBA Building Policy](#) and will inform all employees and contractors in my agency of this policy.

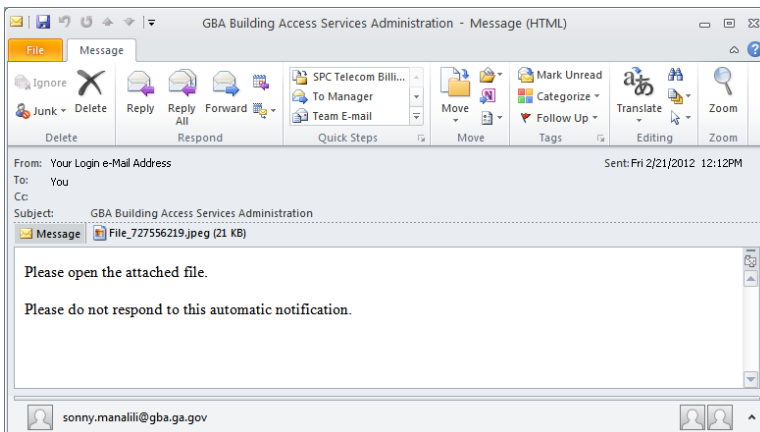
Login ID

Password [Forgot Your Password](#)

1. [Submit](#)
 - 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.



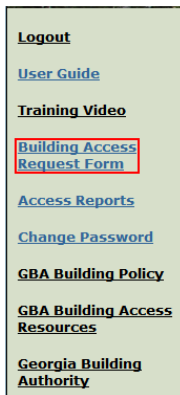
4. Open the Attachment for password information.

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 screenshot shows the 'Building Access Request Form' interface. At the top is the Georgia Building Authority logo and the title 'Building Access Services'. Below this is a navigation bar with 'Home', 'Logout', and 'Reports'. A user profile bar shows 'sonny.manalili@gba.ga.gov - Building Authority, Georgia - Access Coordinator'. There are checkboxes for 'Include Processed Requests' and 'Include Denied Requests', along with 'Filter' and 'Reset' buttons. The main form area is titled 'Building Access Request Form'. It has two columns of radio buttons: 'Request Type' (New Request, Replacement, Deactivate, Reactivate, Update) and 'Card Type' (No Card, Employee Card (blue), Temporary Card (red), Senate, House of Representatives). To the right are fields for 'Start Date', 'Request Agency', and 'Building'. Below these are fields for 'First Name', 'Middle Name', 'Last Name', 'Email', 'Peoplesoft ID', and 'Upload Photo' (with a 'Browse...' button). To the right of these are fields for 'Phone', 'Street Address', 'City', 'State' (set to Georgia), and 'Zip Code'. Further down are three dropdown menus for 'Access Request 1', 'Access Request 2', and 'Access Request 3'. At the bottom are two text areas for 'Special Access Request' and 'Access Admin Notes'. At the very bottom are 'Submit Request', 'Cancel', and 'Clear Input' buttons. A footer bar contains the address '1 Martin Luther King, Jr., Drive, Atlanta, GA 30334', phone number '404-656-3251', and email 'access@gba.ga.gov'.

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

Request Type

- ☒ New Request
- ☐ Replacement
- ☐ Deactivate
- ☐ Reactivate
- ☐ Update

1.

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

Card Type

- ☐ No Card
- ☒ Employee Card (blue)
- ☐ Temporary Card (red)
- ☐ Senate
- ☐ House of Representatives

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

Start Date:

Request Agency:

i. Building:

Click **Start Date**

Start Date:

Request Agency:

Building:

ii.

March, 2012						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7
Today: February 21, 2012						

Select the date

b. Red Card

Start Date:

Card Expire Date:

Request Agency:

i. Building:

Click **Start Date**

Start Date:

Request Agency:

Building:

ii.

March, 2012						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7
Today: February 21, 2012						

Select the date

Start Date:

Card Expire Date:


Request Agency:

iii. Building:

Click **Card Expire Date**

Start Date:

Card Expire Date:

Request Agency: 

Building:

Today: February 21, 2012

- iv.
Select the date

4. Select Requesting Agency

Start Date:

Request Agency:

a. Building:

Click the Request Agency Section

Start Date:

Request Agency:

Building:

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

Start Date:

Request Agency:

a. Building:

Click in the **Building** section

Start Date:

Request Agency:

Building:

b. 

Select the Card Holder's primary building

6. Enter in the personal information for the Card Holder

First Name:	<input type="text"/>	Phone:	<input type="text"/>
Middle Name:	<input type="text"/>	Street Address:	<input type="text"/>
Last Name:	<input type="text"/>	City:	<input type="text"/>
Email:	<input type="text"/>	State:	<input type="text" value="Georgia"/>
Peoplesoft ID:	<input type="text"/>	Zip Code:	<input type="text"/>

a. Upload Photo

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

First Name:	<input type="text"/>	Phone:	<input type="text"/>
Middle Name:	<input type="text"/>	Street Address:	<input type="text"/>
Last Name:	<input type="text"/>	City:	<input type="text"/>
Email:	<input type="text"/>	State:	<input type="text" value="Georgia"/>
		Zip Code:	<input type="text"/>

b. Company: Upload Photo

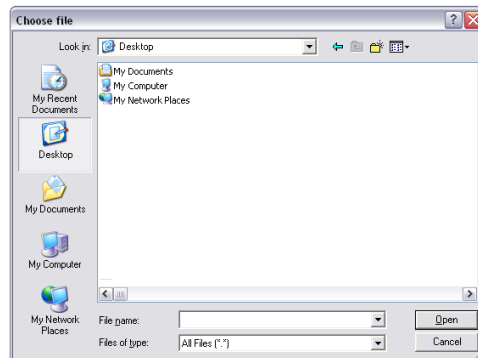
For a Temporary Card (red)

- | | |
|-----------------|---------------------|
| i. First Name | vi. Phone |
| ii. Middle Name | vii. Street Address |
| iii. Last Name | viii. City |
| iv. Email | ix. State |
| v. Company | x. Zip Code |

7. Upload Photo

- a. **Upload Photo**

Click the **Browse** button



- 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

	Executive Access
General Capitol Hill	Capitol Hill Common
Access Request 1:	<input type="button" value="v"/>
Access Request 2:	<input type="button" value="v"/>
Access Request 3:	<input type="button" value="v"/>

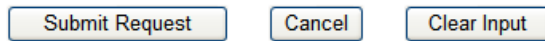
9. Add Special Access Request (Optional)

Special Access Request:	<input type="text"/>
Access Admin Notes:	<input type="text"/>

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.

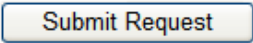
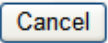
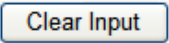
- c. Click the **Load** button

Note: If you cannot locate a Card Holder in the **Customer** section, please contact the Access Office for assistance

First Name:	<input type="text" value="John"/>	Phone:	<input type="text" value="404-463-XXXX"/>
Middle Name:	<input type="text" value="C"/>	Street Address:	<input type="text" value="200 Piedmont Ave 13th Flo"/>
Last Name:	<input type="text" value="Smith"/>	City:	<input type="text" value="Atlanta"/>
Email:	<input type="text" value="john.smith@agency.ga.gov"/>	State:	<input type="text" value="Georgia"/>
Peoplesoft ID:	<input type="text" value="XXXXXXXX"/>	Zip Code:	<input type="text" value="30334"/>
Upload Photo	<input type="text" value=""/> <input type="button" value="Browse..."/>		
Amano ID:	<input type="text" value="XXXXX"/>		




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

First Name:	<input type="text" value="John"/>	Phone:	<input type="text" value="404-463-XXXX"/>
Middle Name:	<input type="text" value="C"/>	Street Address:	<input type="text" value="200 Piedmont Ave 13th Flo"/>
Last Name:	<input type="text" value="Smith"/>	City:	<input type="text" value="Atlanta"/>
Email:	<input type="text" value="john.smith@agency.ga.gov"/>	State:	<input type="text" value="Georgia"/>
Peoplesoft ID:	<input type="text" value="XXXXXXXX"/>	Zip Code:	<input type="text" value="30334"/>
Upload Photo	<input type="text"/> <input type="button" value="Browse..."/>		
Amano ID:	<input type="text" value="XXXXXX"/>		




3. Click the **Load** button to display the customer information.

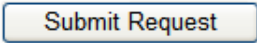
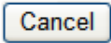
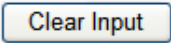
4.
- Verify that the Card Holder's information is correct and click the **Submit Request Button**.

Your Request will be processed by the GBA Access Office

First Name:	<input type="text" value="John"/>	Phone:	<input type="text" value="404-463-XXXX"/>
Middle Name:	<input type="text" value="C"/>	Street Address:	<input type="text" value="200 Piedmont Ave 13th Flo"/>
Last Name:	<input type="text" value="Smith"/>	City:	<input type="text" value="Atlanta"/>
Email:	<input type="text" value="john.smith@agency.ga.gov"/>	State:	<input type="text" value="Georgia"/>
Peoplesoft ID:	<input type="text" value="XXXXXXXX"/>	Zip Code:	<input type="text" value="30334"/>
Upload Photo	<input type="text"/> <input type="button" value="Browse..."/>		
Amano ID:	<input type="text" value="XXXXX"/>		



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

Request Type

☐ New Request

☐ Replacement

☐ Deactivate

☐ Reactivate

☒ Update

1. Select **Update**

2. Select the Card Holder

Customer: A ▼

Start Date: C

Request Age: D

Building: F ▼

Adams, April - State Agency
Adams, Steven - State Agency
Ackerman, Amy - State Commission
Andrews, Abigail - State Authority
Apple, Sharon - State Agency

Load

- 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

Customer: S ▼

Salt, Veruca - State Authority
Sapp, Stephanie - State Commission
Smith, John C. - State Agency
Smith, Scarlett - State Authority
Sumpter, Angela - State Agency

Load

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


Salt, Veruca - State Authority
Sapp, Stephanie - State Commission
Smith, John C. - State Agency
Smith, Scarlett - State Authority
Sumpter, Angela - State Agency

Load

- 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

First Name:	<input type="text" value="John"/>	Phone:	<input type="text" value="404-463-XXXX"/>
Middle Name:	<input type="text" value="C"/>	Street Address:	<input type="text" value="200 Piedmont Ave 13th Flo"/>
Last Name:	<input type="text" value="Smith"/>	City:	<input type="text" value="Atlanta"/>
Email:	<input type="text" value="john.smith@agency.ga.gov"/>	State:	<input type="text" value="Georgia"/>
Peoplesoft ID:	<input type="text" value="XXXXXXXX"/>	Zip Code:	<input type="text" value="30334"/>
Upload Photo	<input type="text" value=""/> <input type="button" value="Browse..."/>		
Amano ID:	<input type="text" value="XXXXXX"/>		



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.

Submit Request

Cancel

Clear Input

 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

	Last Updated	ReqID	Name	Request Status	Request Type	PSoft ID	Email
Edit Delete	5/18/2012 11:06:08 AM	4649	Smith, John	Submit for Approval	Replacement		NA
Edit Delete	5/18/2012 11:05:05 AM	4648	Doe, Jane	Submit for Approval	Deactivate		NA
Edit Delete	5/18/2012 11:03:50 AM	4646	Smith, Jane	Submit for Approval	New Request	23452344	jane.doe@gba.ga.gov
Edit Delete	5/18/2012 11:03:32 AM	4647	Doe, John	Submit for Approval	New Request	2523324432	john.doe@gba.ga.gov

Include Processed Requests ☐ Include Denied Requests ☐ [Filter](#) [Reset](#)

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. [Edit](#) [Delete](#) [2/21/2012 1:52:32 PM](#) [16630](#) [Smith, John](#) [Submit for Approval](#) [Update Request](#)

Click **Edit** to modify a request

Building Access Request Form

RecID: Last Updated: Status:

Coordinator: Agency:

Request Type
☐ New Request
☐ Replacement
☐ Deactivate
☐ Reactivate
☒ Update

Card Type
☐ No Card
☒ Employee Card (blue)
☐ Temporary Card (red)
☐ Senate
☐ House of Representatives

Start Date:

Request Agency:

Building:

First Name: Phone:

Middle Name:

Last Name: Street Address:

Email: City:

Peoplesoft ID: State:

Upload Photo [Browse...](#) Zip Code:

Amano ID:

General Capitol Hill Access Groups

Access Request 1:

Access Request 2:

Access Request 3:

Special Access Request:

2. Change the appropriate information and click the **Submit** button

Deleting Access Request

1.

	Last Updated	ReqID	Name	Request Status	Request Type	PSoft ID	Email
Edit Delete	2/21/2012 1:52:32 PM	16631	Doe, Jenny	Submit for Approval	Update Request		

Click **Delete** to remove the request

2.

	Last Updated	ReqID	Name	Request Status	Request Type	PSoft ID	Email
Delete Cancel	2/21/2012 1:52:32 PM	16630	Smith, John	Submit for Approval	Update Request		

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

	Last Updated	ReqID	Name	Request Status	Request Type	PSoft ID	Email
Edit Delete	2/21/2012 1:52:32 PM	16631	Doe, Jenny	Submit for Approval	Update Request		

Include Processed Requests ☒ Include Denied Requests ☒

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.

Last Updated	ReqID	Name	Request Status	Request Type	Coordinator	Agency
--------------	-------	------	----------------	--------------	-------------	--------

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:

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

Accessing Building Access System Reports

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

Download Link: <http://get.adobe.com/reader/>

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**

GEORGIA BUILDING AUTHORITY

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Building Access Services

Providing secure employee access to the Capitol Hill workplace

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XXXXX.XXXXXXXX@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Building Access System Reports

Report:

Agencies:

AgencyTagHolders
AgencyTagHoldersByGroup
AgencyAccessGroupsByDoor
AgencyLocationDoorAccesses
AgencyLocationTagHolders
AgencyPersonnelDoorAccesses

Atlanta, CA 30334 | 404-656-3251 | access@gba.ga.gov

2.

Click **Report** drop-down to display the report menu

Building Access System Reports: Agency Audit Access Cards



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Building Access System Reports

Report: AgencyAuditAccessCards

Agencies: AgencyAuditAccessCards

AgencyTagHolders

AgencyTagHoldersByGroup

AgencyAccessGroupsByDoor

AgencyLocationDoorAccesses

AgencyLocationTagHolders

AgencyPersonnelDoorAccesses

Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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



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Building Access System Reports

Report: AgencyAuditAccessCards

Agencies: Building Authority, Georgia

Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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



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Building Access System Reports

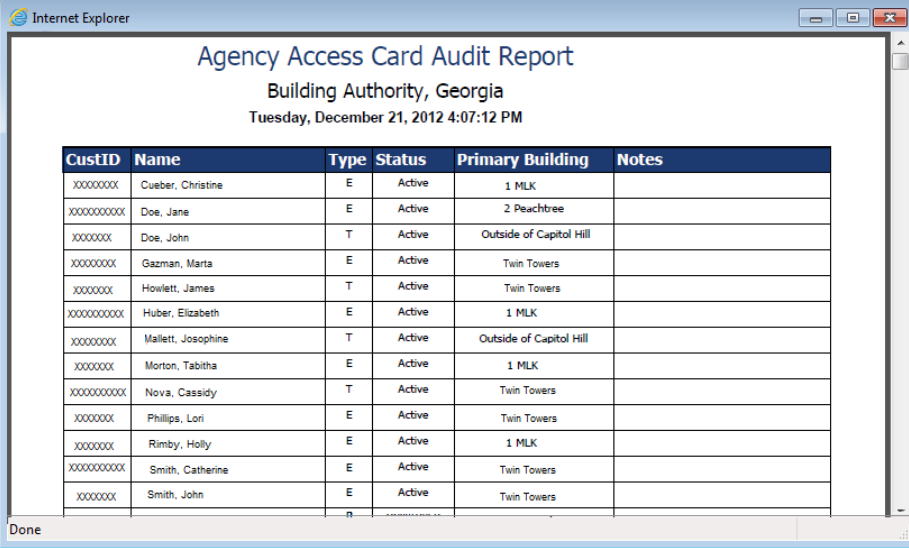
Report: AgencyAuditAccessCards

Agencies: Building Authority, Georgia

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

- i. Click **Submit Report**



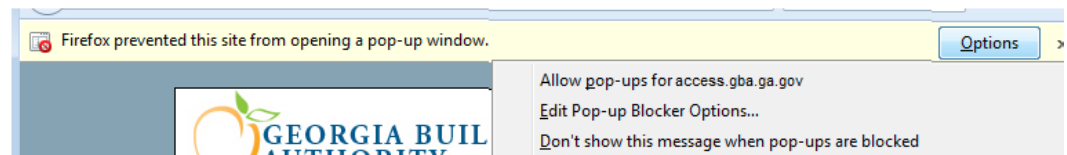
CustID	Name	Type	Status	Primary Building	Notes
XXXXXXXX	Cueber, Christine	E	Active	1 MLK	
XXXXXXXX	Doe, Jane	E	Active	2 Peachtree	
XXXXXXXX	Doe, John	T	Active	Outside of Capitol Hill	
XXXXXXXX	Gazman, Maria	E	Active	Twin Towers	
XXXXXX	Howlett, James	T	Active	Twin Towers	
XXXXXXXXXXXX	Huber, Elizabeth	E	Active	1 MLK	
XXXXXXXX	Mallett, Josephine	T	Active	Outside of Capitol Hill	
XXXXXX	Morton, Tabitha	E	Active	1 MLK	
XXXXXXXXXXXX	Nova, Cassidy	T	Active	Twin Towers	
XXXXXX	Phillips, Lori	E	Active	Twin Towers	
XXXXXX	Rimby, Holly	E	Active	1 MLK	
XXXXXXXXXXXX	Smith, Catherine	E	Active	Twin Towers	
XXXXXX	Smith, John	E	Active	Twin Towers	

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:



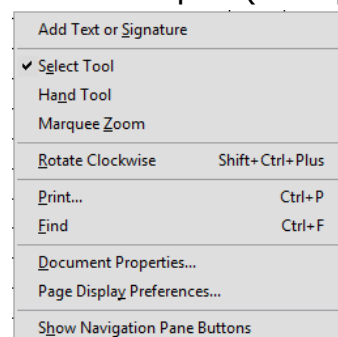
Select **Allow pop-ups for access.gba.ga.gov**

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

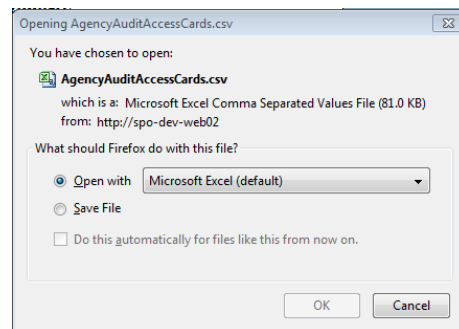
B. Export/Save report to CSV File



- i. Click on **Create CSV**

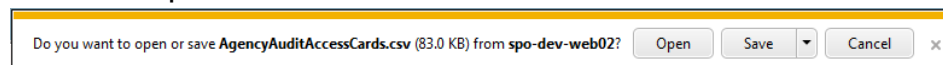
- ii. Your browser will prompt you to **Open** or **Save** the report

Firefox

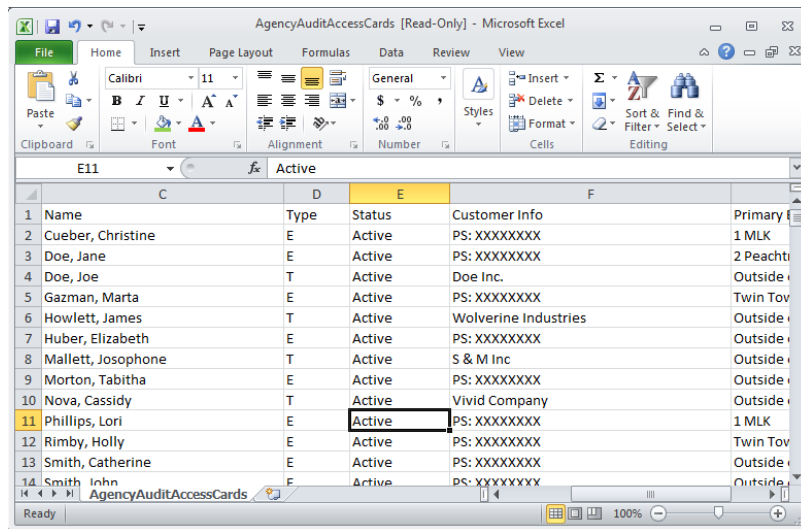


- Select **Save File**
- Click **OK**
- The Report will be saved to your browser's Download folder

Internet Explorer



- Select **Save**
- Click **OK**
- The Report will be saved to your browser's Download folder



AgencyAuditAccessCards [Read-Only] - Microsoft Excel

	C	D	E	F	
	Name	Type	Status	Customer Info	Primary Building
1	Cueber, Christine	E	Active	PS: XXXXXXXX	1 MLK
2	Doe, Jane	E	Active	PS: XXXXXXXX	2 Peachtree
3	Doe, Joe	T	Active	Doe Inc.	Outside
4	Gazman, Marta	E	Active	PS: XXXXXXXX	Twin Towers
5	Howlett, James	T	Active	Wolverine Industries	Outside
6	Huber, Elizabeth	E	Active	PS: XXXXXXXX	Outside
7	Mallett, Josephine	T	Active	S & M Inc	Outside
8	Morton, Tabitha	E	Active	PS: XXXXXXXX	Outside
9	Nova, Cassidy	T	Active	Vivid Company	Outside
10	Phillips, Lori	E	Active	PS: XXXXXXXX	1 MLK
11	Rimby, Holly	E	Active	PS: XXXXXXXX	Twin Towers
12	Smith, Catherine	E	Active	PS: XXXXXXXX	Outside
13	Smith, John	F	Active	PS: XXXXXXXX	Outside

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



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Building Access System Reports

Report: AgencyAuditAccessCards

Agencies: AgencyAuditAccessCards

AgencyTagHolders

AgencyTagHoldersByGroup

AgencyAccessGroupsByDoor

AgencyLocationDoorAccesses

AgencyLocationTagHolders

AgencyPersonnelDoorAccesses

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



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Building Access System Reports

Report: AgencyTagHolders

Agencies: Building Authority, Georgia

Building Authority, Georgia Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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



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Building Access System Reports

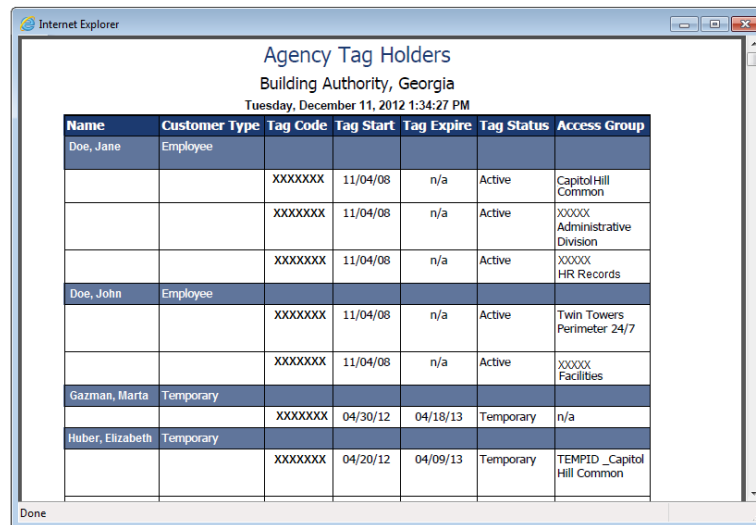
Report: AgencyTagHolders

Agencies: Building Authority, Georgia

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

- i. Click **Submit Report**

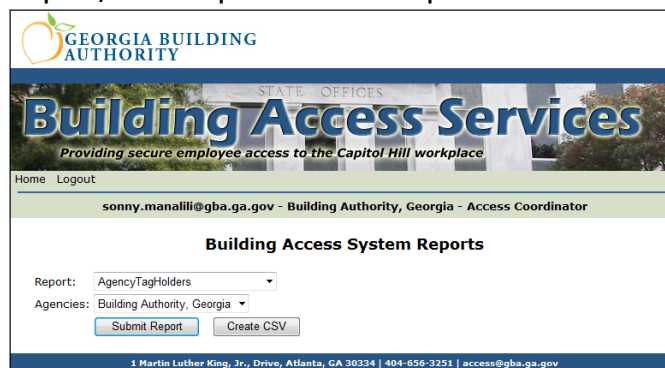


Name	Customer Type	Tag Code	Tag Start	Tag Expire	Tag Status	Access Group
Doe, Jane	Employee	XXXXXXXX	11/04/08	n/a	Active	Capitol Hill Common
		XXXXXXXX	11/04/08	n/a	Active	XXXXX Administrative Division
		XXXXXXXX	11/04/08	n/a	Active	XXXXX HR Records
Doe, John	Employee	XXXXXXXX	11/04/08	n/a	Active	Twin Towers Perimeter 24/7
		XXXXXXXX	11/04/08	n/a	Active	XXXXX Facilities
Gazman, Marta	Temporary	XXXXXXXX	04/30/12	04/18/13	Temporary	n/a
Huber, Elizabeth	Temporary	XXXXXXXX	04/20/12	04/09/13	Temporary	TEMPID _Capitol Hill Common

ii.

A new window will open with the PDF copy of the report

B. Export/Save report to CVS Report



i. Click on **Create CSV**

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

	A	B	C	D	E	F
	Name	Customer Type	Tag Code	Tag Start	Tag expire	Access Group
2	Doe, Jane	Employee	XXXXXXX	11/4/08	n/a	Capitol Hill Common
3	Doe, Jane	Employee	XXXXXXX	11/4/08	n/a	XXXXX Administrative Division
4	Doe, Jane	Employee	XXXXXXX	11/4/08	n/a	XXXXX HR Records
5	Doe, John	Employee	XXXXXXX	11/4/08	n/a	Twin Towers Perimeter 24/7
6	Doe, John	Employee	XXXXXXX	11/4/08	n/a	XXXXX Facilities
7	Gazman, Marta	Temporary	XXXXXXX	4/30/12	4/18/13	Twin Towers Perimeter 24/7
8	Huber, Elizabeth	Temporary	XXXXXXX	4/20/12	4/9/12	TEMPID Capitol Hill Common
9	Kueber, Christine	Employee	XXXXXXX	12/16/11	n/a	Capitol Hill Common
10	Morton, Tabitha	Employee	XXXXXXX	8/1/01	n/a	Capitol Hill Common
11	Morton, Tabitha	Employee	XXXXXXX	8/1/01	n/a	XXXXX Facilities
12	Morton, Tabitha	Employee	XXXXXXX	8/1/01	n/a	Twin Towers Perimeter 24/7
13	Xavier, Charles	Employee	XXXXXXX	1/11/11	n/a	Capitol Hill Common
14	Xavier, Charles	Employee	XXXXXXX	1/11/11	n/a	Twin Towers Perimeter 24/7

iii.

The **Agency Audit Access Cards** report displays the following fields:

Agency

CustomerID

Name

Type

Status

Customer Info

Primary Building

Audit Notes

Building Access System Reports: Agency Tag Holders By Group



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Building Access System Reports

Report: AgencyAuditAccessCards

Agencies: AgencyAuditAccessCards
AgencyTagHolders
AgencyTagHoldersByGroup
AgencyAccessGroupsByDoor
AgencyLocationDoorAccesses
AgencyLocationTagHolders
AgencyPersonnelDoorAccesses

Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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



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Building Access System Reports

Report: AgencyTagHoldersByGroup

Agencies: Building Authority, Georgia

Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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.

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Building Access System Reports

Report: AgencyTagHoldersByGroup

Agencies: Building Authority, Georgia

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

Click **Submit Report**

ii.

AccessReportViewer.aspx (application/pdf Object) - Mozilla Firefox

spo-dev-web02/accessrequest/AccessReportViewer.aspx?Output=PDF&Email=sonny.manalili@gba.ga.gov&ReportType=Agency&Repo

Agency Tag Holders by Group

Building Authority, Georgia

Tuesday, December 18, 2012 9:52:31 AM

Access Group	Site	Name	Tag Code	Tag Expire
Capitol Hill Common	Building			
		Baker, Arnold	XXXXXXXXXX	n/a
		Castle, Frank	XXXXXX	n/a
		Doe, Jane	XXXXXXXXXX	n/a
		Doe, John		n/a
		Franks, Eleanor	XXXXXX	n/a
		Gaul, Peter H	XXXXXXXXXX	n/a
		Gazman, Marta	XXXXXX	n/a
		Howlett, James	XXXXXXXXXX	n/a
		Parr, Maxwell	XXXXXX	n/a
		Phair, Heather	XXXXXX	n/a
		Rimby, Holly	XXXXXXXXXX	n/a
		Rogers, Steve	XXXXXXXXXX	n/a
		Stevens, Sally	XXXXXX	n/a
		Wunderlin, Alison	XXXXXXXXXX	n/a

A new window will open with the PDF copy of the report

B. Export/Save report to CSV

GEORGIA BUILDING AUTHORITY

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Building Access System Reports

Report: AgencyTagHoldersByGroup

Agencies: Building Authority, Georgia

Submit Report Create CSV

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i.

Click on **Create CSV**

ii.

Open or Save the report

	A	B	C	D	E
	Access Group	Building	Name	Tag Code	Tag expire
2	Capitol Hill Common	Building	Baker, Arnold	XXXXXX	n/a
3	Capitol Hill Common	Building	Castle, Frank	XXXXXX	n/a
4	Capitol Hill Common	Building	Doe, Jane	XXXXXX	n/a
5	Capitol Hill Common	Building	Doe, John	XXXXXXXX	n/a
6	Capitol Hill Common	Building	Franks, Eleanor	XXXXXXXX	n/a
7	Capitol Hill Common	Building	Gaul, Peter	XXXXXX	n/a
8	Capitol Hill Common	Building	Gazman, Marta	XXXXXXXX	n/a
9	Capitol Hill Common	Building	Howllet, James	XXXXXX	n/a
10	Capitol Hill Common	Building	Parr, Maxwell	XXXXXX	n/a

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



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Building Access System Reports

Report:

Agencies:

Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

1.

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



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Building Access System Reports

Report:

Agencies:

Building Authority, Georgia Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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



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Building Access System Reports

Report:

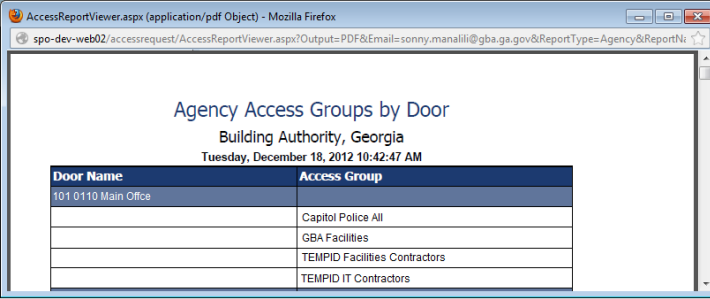
Agencies:

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

i.

Click **Submit Report**

ii.



Door Name	Access Group
101 0110 Main Office	Capitol Police All
	GBA Facilities
	TEMPID Facilities Contractors
	TEMPID IT Contractors

A new window will open with the PDF copy of the report

B. Export/Save report to CSV File

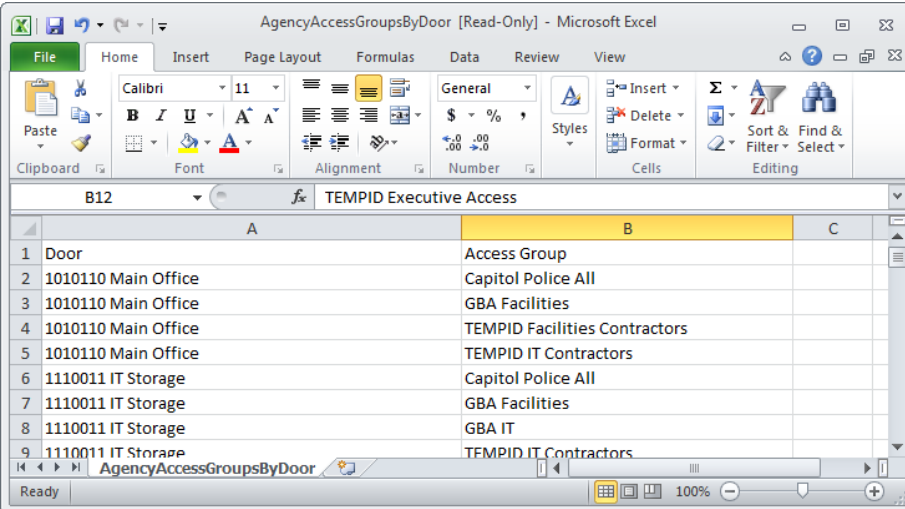
i.



Click **Create CVS**

ii. **Open or Save the report**

iii.



Door	Access Group
1010110 Main Office	Capitol Police All
1010110 Main Office	GBA Facilities
1010110 Main Office	TEMPID Facilities Contractors
1010110 Main Office	TEMPID IT Contractors
1110011 IT Storage	Capitol Police All
1110011 IT Storage	GBA Facilities
1110011 IT Storage	GBA IT
1110011 IT Storage	TEMPID IT Contractors

The **Agency Access Group By Door** Report

- Displays the following fields
 - Door
 - Access Group

Building Access System Reports: Agency Location Door Accesses



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Building Access System Reports

Report: AgencyLocationDoorAccesses

- AgencyAuditAccessCards
- AgencyTagHolders
- AgencyTagHoldersByGroup
- AgencyAccessGroupsByDoor
- AgencyLocationDoorAccesses**
- AgencyLocationTagHolders
- AgencyPersonnelDoorAccesses

Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

1.

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



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Building Access System Reports

Report: AgencyLocationDoorAccesses

Agencies: Building Authority, Georgia

Building Authority, Georgia Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

2.

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



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Building Access System Reports

Report: AgencyLocationDoorAccesses

Agencies: Building Authority, Georgia

Door Locations: 1010110 Main Office

- 1010110 Main Office
- 1010155 HR
- 1110010 Telecom Room
- 1110011 IT Storage

Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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

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Building Access System Reports

Report: AgencyLocationDoorAccesses

Agencies: Building Authority, Georgia

Door Locations: 1010155 HR

Begin Date: 12/3/2012

End Date: 12/21/2012

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

i.

Click **Submit Report**

AccessReportViewer.aspx (application/pdf Object) - Mozilla Firefox

spo-dev-web02/accessrequest/AccessReportViewer.aspx?Output=PDF&Email=sonny.manalili@gba.ga.gov&ReportType=LocationDateRange&Report

Location Accesses

101 0101

Tuesday, December 18, 2012 1:26:48 PM

Start: 12/3/2012

End: 12/21/2012

Date	Time	Event	Tag Code	Tagholder	Agency
12/3/2012	00:08:32	Allowed Normal In	XXXXXXXX	Smart, Maxwell	Public Safety, Department of
12/3/2012	02:38:56	Allowed Normal Out	XXXXXX	Calahan, James	Public Safety, Department of
12/3/2012	06:20:02	Allowed Normal In	XXXXXXXX	Gazman, Marta	Georgia Building Authority
12/3/2012	06:28:57	Allowed Normal In	XXXXXXXX	Doe, Jane	Georgia Building Authority
12/3/2012	17:00:13	Allowed Normal Out	XXXXXX	Castle, Frank	Georgia Building Authority
12/3/2012	17:02:26	Allowed Normal Out	XXXXXXXX	Wunderlin, Alison	Georgia Building Authority

8.50 x 11.00 in

ii.

A new window will open with the PDF copy of the report

B. Export Report to CSV

GEORGIA BUILDING AUTHORITY

Building Access Services
Providing secure employee access to the Capitol Hill workplace

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Building Access System Reports

Report: AgencyLocationDoorAccesses

Agencies: Building Authority, Georgia

Door Locations: 1010155 HR

Begin Date: 12/3/2012

End Date: 12/21/2012

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

i.

Click **Create CSV**ii. **Open** or **Save** the report

location	Customer Name	Tag Code	Agency	Event
101 0101	Smart, Maxwell	XXXXXXXX	Public Safety, Department of	Allowed Normal In
101 0101	Calahan, James	XXXXXX	Public Safety, Department of	Allowed Normal Out
101 0101	Gazman, Marta	XXXXXXXX	Georgia Building Authority	Allowed Normal In
101 0101	Doe, Jane	XXXXXXXX	Georgia Building Authority	Allowed Normal In

iii.

The **Agency Location Door Access** Report displays the following fields

Location

Start Date

Customer Name

End Date

Tag Code

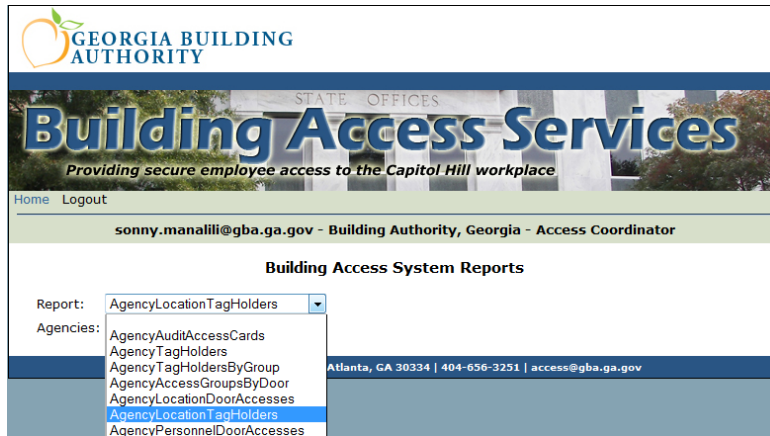
Access Date

Agency

Access Time

Event

Building Access System Reports: Agency Location Tag Holders



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Building Access System Reports

Report: AgencyLocationTagHolders

Agencies:

- AgencyAuditAccessCards
- AgencyTagHolders
- AgencyTagHoldersByGroup
- AgencyAccessGroupsByDoor
- AgencyLocationDoorAccesses
- AgencyLocationTagHolders**
- AgencyPersonnelDoorAccesses

Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

1.

Click the **Reports** drop-down menu and select *AgencyLocationTagHolders*



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Building Access System Reports

Report: AgencyLocationTagHolders

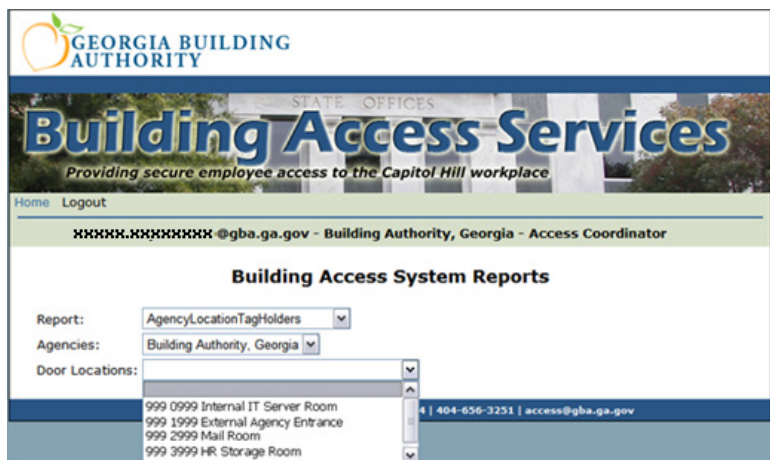
Agencies:

- Building Authority, Georgia

Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

2.

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



GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

XXXXXX.XXXXXXXX@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Building Access System Reports

Report: AgencyLocationTagHolders

Agencies: Building Authority, Georgia

Door Locations:

- 999 0999 Internal IT Server Room
- 999 1999 External Agency Entrance
- 999 2999 Mail Room
- 999 3999 HR Storage Room

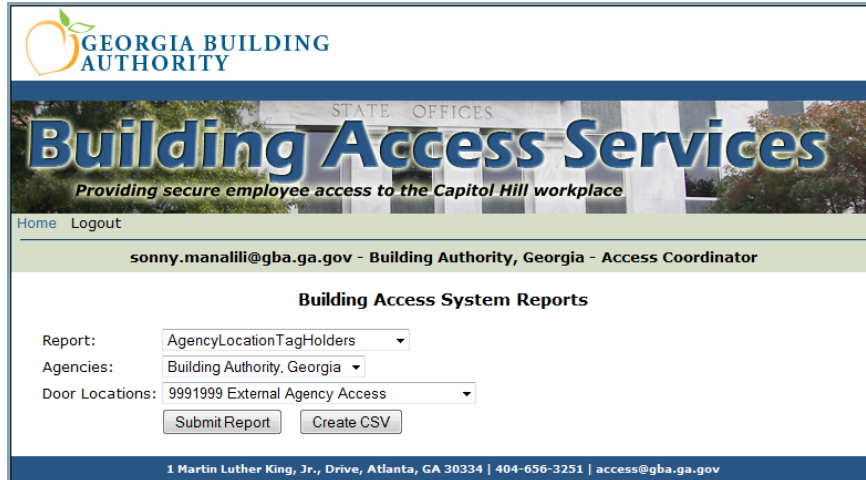
4 | 404-656-3251 | access@gba.ga.gov

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



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[Home](#) [Logout](#)

sonny.manalili@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Building Access System Reports

Report:

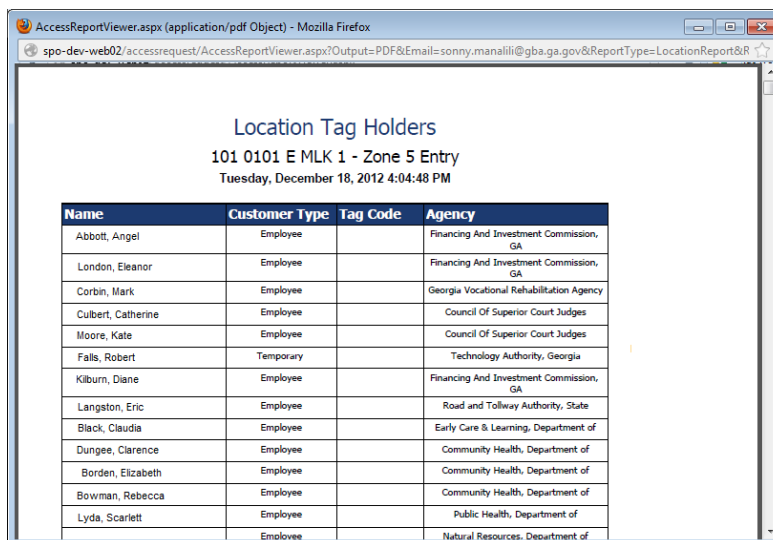
Agencies:

Door Locations:

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

i.

Click **Submit Report**



AccessReportViewer.aspx (application/pdf Object) - Mozilla Firefox

spo-dev-web02/accessrequest/AccessReportViewer.aspx?Output=PDF&Email=sonny.manalili@gba.ga.gov&ReportType=LocationReport&R

Location Tag Holders

101 0101 E MLK 1 - Zone 5 Entry

Tuesday, December 18, 2012 4:04:48 PM

Name	Customer Type	Tag Code	Agency
Abbott, Angel	Employee		Financing And Investment Commission, GA
London, Eleanor	Employee		Financing And Investment Commission, GA
Corbin, Mark	Employee		Georgia Vocational Rehabilitation Agency
Culbert, Catherine	Employee		Council Of Superior Court Judges
Moore, Kate	Employee		Council Of Superior Court Judges
Falls, Robert	Temporary		Technology Authority, Georgia
Kilburn, Diane	Employee		Financing And Investment Commission, GA
Langston, Eric	Employee		Road and Tollway Authority, State
Black, Claudia	Employee		Early Care & Learning, Department of
Dungee, Clarence	Employee		Community Health, Department of
Borden, Elizabeth	Employee		Community Health, Department of
Bowman, Rebecca	Employee		Community Health, Department of
Lyda, Scarlett	Employee		Public Health, Department of
	Employee		Natural Resources, Department of

ii.

A new window will open with the PDF copy of the report

B. Export Report to CSV

GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

sonny.manalili@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Building Access System Reports

Report: AgencyLocationTagHolders

Agencies: Building Authority, Georgia

Door Locations: 9991999 External Agency Access

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

i.

Click the **Create CSV**ii. **Open** or **Save** the report

Location	Customer Name	Customer Type	Tag Code	Agency
101 0101 E MLK 1 - Zone 5 Entry	Abbott, Angel	Employee	XXXXXXXX	Financing And Investment
101 0101 E MLK 1 - Zone 5 Exit	London, Eleanor	Employee	XXXXXXXX	Financing And Investment
101 0101 E MLK 1 - Zone 5 Entry	Corbin, Mark	Employee	XXXXXXXX	Georgia Vocational Rehabi
101 0101 E MLK 1 - Zone 5 Exit	Cubert, Catherine	Employee	XXXXXX	Council Of Superior Court J
101 0101 E MLK 1 - Zone 5 Entry	Moore, Kate	Employee	XXXXXX	Council Of Superior Court J

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



GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

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Building Access System Reports

Report: AgencyPersonnelDoorAccesses

Agencies:

- AgencyAuditAccessCards
- AgencyTagHolders
- AgencyTagHoldersByGroup
- AgencyAccessGroupsByDoor
- AgencyLocationDoorAccesses
- AgencyLocationTagHolders
- AgencyPersonnelDoorAccesses

Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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



GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

XXXXXXXXXXXX@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Building Access System Reports

Report: AgencyPersonnelDoorAccesses

Agencies:

- Building Authority, Georgia

Building Authority, Georgia Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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



GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

XXXXXXXXXXXX@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Building Access System Reports

Report: AgencyPersonnelDoorAccesses

Agencies: Building Authority, Georgia

Tag Holders:

- Doe, Jane
- Doe, Samantha
- Doe, Tara

Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

3. Click **Tag Holders**: select the Card Holder to be reported

GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

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Building Access System Reports

Report: AgencyPersonnelDoorAccesses

Agencies: Building Authority, Georgia

Tag Holders: Doe, Jane

Begin Date:

End Date:

December, 2012

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: December 18, 2012

CSV

ive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

4. Click **Begin Date:** to select the begin date.

GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

sonny.manalili@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Building Access System Reports

Report: AgencyPersonnelDoorAccesses

Agencies: Building Authority, Georgia

Tag Holders: Doe, Jane

Begin Date: 12/3/2012

End Date:

December, 2012

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: December 18, 2012


CSV

ive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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.



GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

sonny.manalili@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Building Access System Reports

Report: AgencyPersonnelDoorAccesses

Agencies: Building Authority, Georgia

Tag Holders: Doe, Jane

Begin Date: 12/3/2012

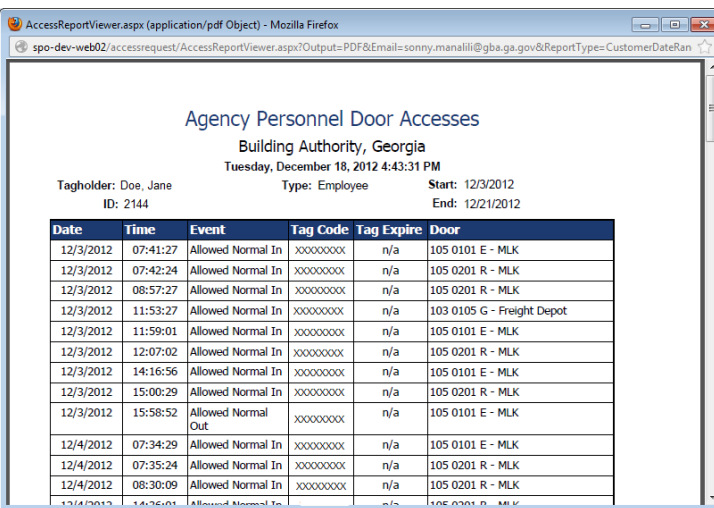
End Date: 12/21/2012

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

Click the **Submit Report** button

ii.



Agency Personnel Door Accesses

Building Authority, Georgia

Tuesday, December 18, 2012 4:43:31 PM

Tagholder: Doe, Jane
ID: 2144

Type: Employee

Start: 12/3/2012
End: 12/21/2012

Date	Time	Event	Tag Code	Tag Expire	Door
12/3/2012	07:41:27	Allowed Normal In	XXXXXXXX	n/a	105 0101 E - MLK
12/3/2012	07:42:24	Allowed Normal In	XXXXXXXX	n/a	105 0201 R - MLK
12/3/2012	08:57:27	Allowed Normal In	XXXXXXXX	n/a	105 0201 R - MLK
12/3/2012	11:53:27	Allowed Normal In	XXXXXXXX	n/a	103 0105 G - Freight Depot
12/3/2012	11:59:01	Allowed Normal In	XXXXXXXX	n/a	105 0101 E - MLK
12/3/2012	12:07:02	Allowed Normal In	XXXXXXXX	n/a	105 0201 R - MLK
12/3/2012	14:16:56	Allowed Normal In	XXXXXXXX	n/a	105 0101 E - MLK
12/3/2012	15:00:29	Allowed Normal In	XXXXXXXX	n/a	105 0201 R - MLK
12/3/2012	15:58:52	Allowed Normal Out	XXXXXXXX	n/a	105 0101 E - MLK
12/4/2012	07:34:29	Allowed Normal In	XXXXXXXX	n/a	105 0101 E - MLK
12/4/2012	07:35:24	Allowed Normal In	XXXXXXXX	n/a	105 0201 R - MLK
12/4/2012	08:30:09	Allowed Normal In	XXXXXXXX	n/a	105 0201 R - MLK
12/4/2012	14:36:01	Allowed Normal In	XXXXXXXX	n/a	105 0201 R - MLK

A new window will open with the PDF copy of the report

B. Export Report to CSV

GEORGIA BUILDING AUTHORITY

Building Access Services
Providing secure employee access to the Capitol Hill workplace

Home Logout

sonny.manalili@gba.ga.gov - Building Authority, Georgia - Access Coordinator

Building Access System Reports

Report: AgencyPersonnelDoorAccesses
 Agencies: Building Authority, Georgia
 Tag Holders: Doe, Jane
 Begin Date: 12/3/2012
 End Date: 12/21/2012

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

i.

Click the **Create CSV**

ii.

Open or **Save** the report

	A	B	C	D	E	F	G	H	I	J
	Name	Customer Type	Start Date	End Date	Access Date	Access Time	Event	Tag Code	Tag expire	Door
1	Doe, Jane	Employee	12/1/2012	12/21/2012	12/3/2012	7:41:27	Allowed Normal In	XXXXXX	n/a	105 0101 E - MLK
2	Doe, Jane	Employee	12/1/2012	12/21/2012	12/3/2012	7:42:24	Allowed Normal In	XXXXXX	n/a	105 0201 R - MLK
3	Doe, Jane	Employee	12/1/2012	12/21/2012	12/3/2012	8:57:27	Allowed Normal In	XXXXXX	n/a	105 0201 R - MLK
4	Doe, Jane	Employee	12/1/2012	12/21/2012	12/3/2012	11:53:27	Allowed Normal In	XXXXXX	n/a	103 0105 G - Freight Depot
5	Doe, Jane	Employee	12/1/2012	12/21/2012	12/3/2012	11:59:01	Allowed Normal In	XXXXXX	n/a	105 0101 E - MLK
6	Doe, Jane	Employee	12/1/2012	12/21/2012	12/3/2012	12:07:02	Allowed Normal In	XXXXXX	n/a	105 0201 R - MLK

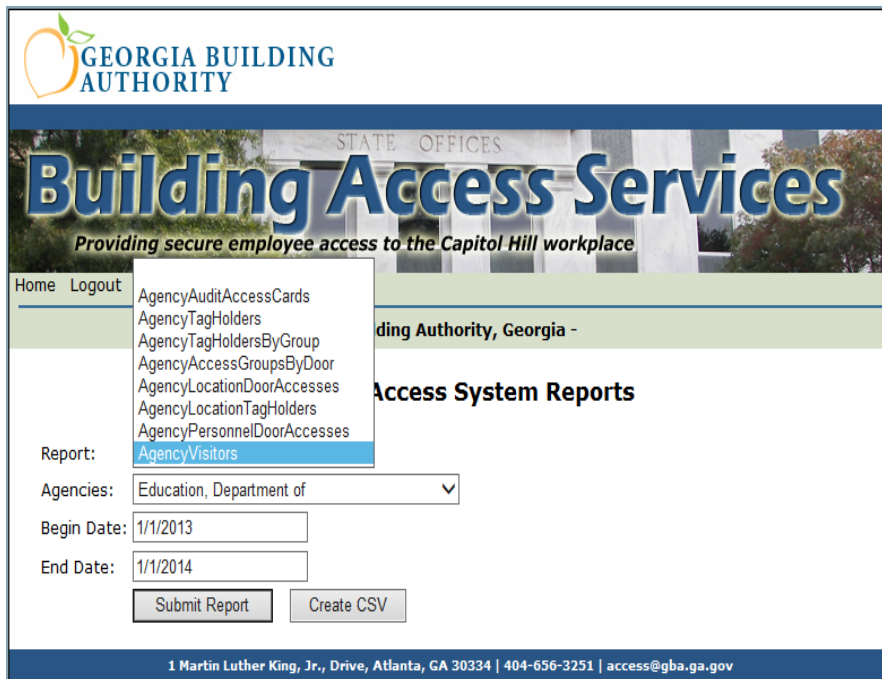
iii.

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.



GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

- AgencyAuditAccessCards
- AgencyTagHolders
- AgencyTagHoldersByGroup
- AgencyAccessGroupsByDoor
- AgencyLocationDoorAccesses
- AgencyLocationTagHolders
- AgencyPersonnelDoorAccesses
- AgencyVisitors**

Report: **AgencyVisitors**

Agencies: Education, Department of

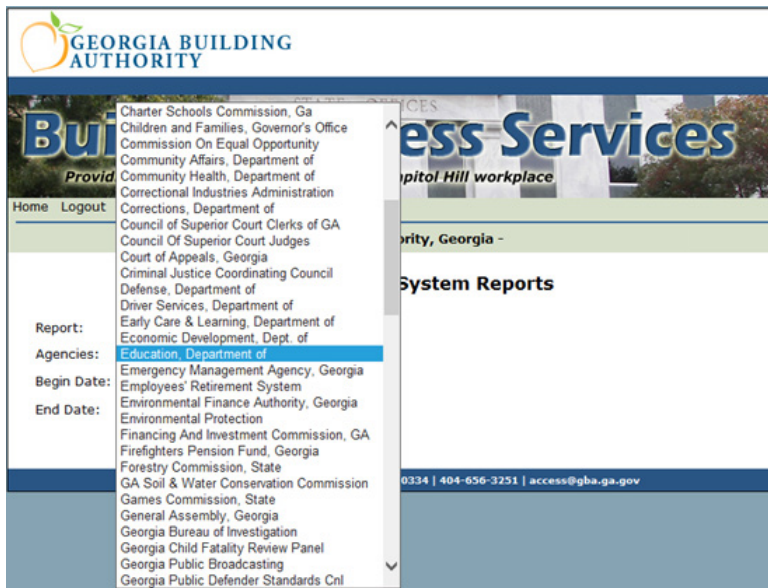
Begin Date: 1/1/2013

End Date: 1/1/2014

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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



GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

Report: AgencyVisitors

Agencies: **Education, Department of**

Begin Date: 1/1/2013

End Date: 1/1/2014

Submit Report Create CSV

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

- Charter Schools Commission, Ga
- Children and Families, Governor's Office
- Commission On Equal Opportunity
- Community Affairs, Department of
- Community Health, Department of
- Correctional Industries Administration
- Corrections, Department of
- Council of Superior Court Clerks of GA
- Council Of Superior Court Judges
- Court of Appeals, Georgia
- Criminal Justice Coordinating Council
- Defense, Department of
- Driver Services, Department of
- Early Care & Learning, Department of
- Economic Development, Dept. of
- Education, Department of**
- Emergency Management Agency, Georgia
- Employees' Retirement System
- Environmental Finance Authority, Georgia
- Environmental Protection
- Financing And Investment Commission, GA
- Firefighters Pension Fund, Georgia
- Forestry Commission, State
- GA Soil & Water Conservation Commission
- Games Commission, State
- General Assembly, Georgia
- Georgia Bureau of Investigation
- Georgia Child Fatality Review Panel
- Georgia Public Broadcasting
- Georgia Public Defender Standards Cnl

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

GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

- Building Authority, Georgia -

Building Access System Reports

Report: AgencyVisitors

Agencies: Education, Department of

Begin Date: 1/1/2013

End Date: January, 2013

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: March 12, 2014

Download CSV

Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

3. Click **Begin Date:** to select the begin date of the report

GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

- Building Authority, Georgia -

Building Access System Reports

Report: AgencyVisitors

Agencies: Education, Department of

Begin Date: 1/1/2013

End Date: 1/1/2014

January, 2014

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: March 12, 2014

Download CSV

Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

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

GEORGIA BUILDING AUTHORITY

STATE OFFICES

Building Access Services

Providing secure employee access to the Capitol Hill workplace

Home Logout

Building Authority, Georgia

Building Access System Reports

Report:

Agencies:

Begin Date:

End Date:

1 Martin Luther King, Jr., Drive, Atlanta, GA 30334 | 404-656-3251 | access@gba.ga.gov

i.

Click **Submit Report**

Agency Visitors
Education, Department of
Tuesday, March 11, 2014 9:15:43 AM

Start: 1/1/2014
End: 1/17/2014

Name	Type	Entry Location	Visited Party	Date	Time
Abramowitz, Ann	Visitor	Towers East Desk	Education, Georgia Department Of	1/16/2014	09:29:52
Ahmadani, Muhammad	Visitor	Towers East Desk	Education, Georgia Department Of	1/15/2014	12:33:08
Alemdar, Meltem	Visitor	Towers East Desk	Education, Georgia Department Of	1/14/2014	13:52:48
Alexander, Brendamarie	Visitor	Towers East Desk	Education, Georgia Department Of	1/16/2014	12:26:51
Alexander, Deanna	Visitor	Towers East Desk	Education, Georgia Department Of	1/10/2014	15:35:13
Alexander, Deanna	Visitor	Towers East Desk	Education, Georgia Department Of	1/13/2014	15:48:36
Alexander, Deanna	Visitor	Towers East Desk	Education, Georgia Department Of	1/14/2014	14:43:02
Alexander, Deanna	Visitor	Towers East Desk	Education, Georgia Department Of	1/15/2014	15:47:37

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

	A	B	C	D	E	F	G	H
	Name	Visitor Type	Visit Date	Visit Time	Visited Party	Entry Location	Start Date	End Date
2	Abramowitz, Ann	Visitor	1/16/2014	9:29:52	Education, Georgia Department Of	Towers East Desk	1/1/2014	1/17/2014
3	Ahmadani, Muhammad	Visitor	1/15/2014	12:33:08	Education, Georgia Department Of	Towers East Desk	1/1/2014	1/17/2014
4	Alemdar, Meltem	Visitor	1/14/2014	13:52:48	Education, Georgia Department Of	Towers East Desk	1/1/2014	1/17/2014
5	Alexander, Brendamarie	Visitor	1/16/2014	12:26:51	Education, Georgia Department Of	Towers East Desk	1/1/2014	1/17/2014
6	Alexander, Deanna	Visitor	1/10/2014	15:35:13	Education, Georgia Department Of	Towers East Desk	1/1/2014	1/17/2014
7	Alexander, Deanna	Visitor	1/13/2014	15:48:36	Education, Georgia Department Of	Towers East Desk	1/1/2014	1/17/2014
8	Alexander, Deanna	Visitor	1/14/2014	14:43:02	Education, Georgia Department Of	Towers East Desk	1/1/2014	1/17/2014
9	Alexander, Deanna	Visitor	1/15/2014	15:47:37	Education, Georgia Department Of	Towers East Desk	1/1/2014	1/17/2014

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 field 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

<<	Refresh Grid	>>
Save	View Report	Exit

<< : 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

View Report : View entire Access Card Audit Report <See *Access Card Audit Report*>

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

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




Confirm Certification

By selecting Certify I acknowledge that I am responsible for the accuracy of the Status and Building information for this agency.

Cancel Accept

After you have clicked Certify, click **Accept**

Access Card Grid

	Name	Photo	Type	Status	Building	Notes	Other Information
Save	Adams, Scarlett		E	<input type="radio"/> Uncertified <input checked="" type="radio"/> Active	<input type="radio"/> Terminated <input type="radio"/> Wrong Agency	2 Peachtree	PS: 111098765432
Save	Bowman, Rebecca		E	<input checked="" type="radio"/> Uncertified <input type="radio"/> Active	<input type="radio"/> Terminated <input type="radio"/> Wrong Agency	Twin Towers	PS: 11223344
Save	Cooper, Kristy		E	<input type="radio"/> Uncertified <input checked="" type="radio"/> Active	<input type="radio"/> Terminated <input type="radio"/> Wrong Agency	1 MLK	PS:123456789101

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

Name	Photo	Type	Status	Building	Notes	Other Information
------	-------	------	--------	----------	-------	-------------------

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

<<	Refresh Grid	>>
Save	View Report	Exit

Click **View Report** in the Grid Navigation section

The screenshot shows the 'Building Access Services' web application interface. At the top, there's a header with the Georgia Building Authority logo and the text 'Building Access Services'. Below this, there's a navigation bar with 'Home' and 'Logout' links. The main content area is titled 'Building Access System Reports'. It includes a 'Report:' dropdown menu set to 'AgencyAuditAccessCards', an 'Agencies:' dropdown menu set to 'Building Authority, Georgia', and buttons for 'Submit Report', 'Return to Audit', and 'Export'. The 'Export' button is highlighted with a red box. Below the report controls, there's a table titled 'Agency Access Card Audit Report' for 'Building Authority, Georgia' dated 'Wednesday, May 02, 2012 10:10:32 AM'. The table has columns for 'CustID', 'Name', 'Type', 'Status', 'Primary Building', and 'Notes'. It lists 15 access card holders with their IDs, names, types (E for Employee, T for Temporary), status (Uncertified), primary buildings (e.g., 2 Peachtree, Twin Towers, 1 MLK, Outside of Capitol Hill), and notes. At the bottom of the page, there's a footer with contact information for Martin Luther King, Jr., Drive, Atlanta, GA 30334.

Print Access Card Audit Report

The screenshot shows the report toolbar at the bottom of the application. It includes navigation icons (back, forward), a page indicator '1 of 20', a zoom level '100%', a search box, and a 'Find | Next' button. The 'Print' icon, which is a printer symbol, is highlighted with a red box.

Click the Print icon on the Report toolbar

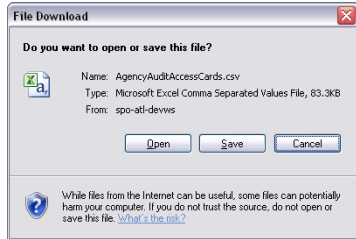
Footnote: If Agency Access Card Audit Report does not appear within a reasonable time, click **Export** for the report to appear as a CSV file.

Note: If saving data into a Pivot Table, save the data as an Excel file first

Export Access Card Audit Report

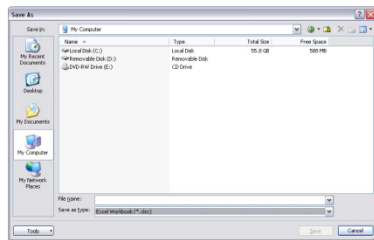
Export: CSV Export

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**

AgencyAuditAccessCards(1).csv - Microsoft Excel

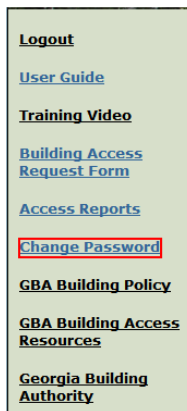
Agency	CustomerID	Name	Type	Status	Customer Info	Primary Building	Audit Notes
Georgia	16974	Adams, Scarlett	E	Uncert	PS: 1109876543	2 Peachtree	
Georgia	5623	Baker, Richard	E	Uncert	PS: 1177733344	Twin Towers	
Georgia	2342	Bowman, Rebecca	E	Uncert	PS: 1122233344	Twin Towers	
Georgia	9409	Castle, Frank	E	Uncert	PS: 2146211974	1 MLK	
Georgia	43621	Cooper, Elizabeth	T	Uncert	Acme Account	Twin Towers	
Georgia	42563	Cooper, Kristy	E	Uncert	PS: 1234567891	1 MLK	
Georgia	5269	Phillips, Lori	E	Uncert	PS: 6974561323	Outside Capitol Hill	
Georgia	26345	Rollins, Laura	E	Uncert	PS: 7794569946	Outside Capitol Hill	
Georgia	18763	Smith, Joshua	E	Uncert	PS: 2468101214	Trinity Washington	
Georgia	6234	Smith, Phillip	E	Uncertified		CLOB	
Georgia	23461	Stark, Jake	E	Uncert	PS: 4658464623	2 Peachtree	
Georgia	5132	Stratus, Stefan	T	Uncert	Acme Contracts	Outside Capitol Hill	

Return to Audit

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**

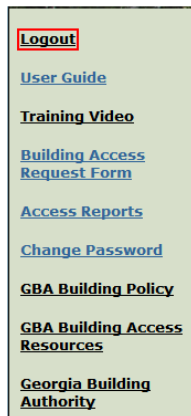
The screenshot shows the 'Change Password' form within the Building Access Services portal. The header includes the Georgia Building Authority logo and the text 'Building Access Services' with the tagline 'Providing secure employee access to the Capitol Hill workplace'. The left sidebar is visible with 'Change Password' selected. The main content area shows the user's email address 'XXXXXXXXXX@gba.ga.gov - Building Authority, Georgia - Access Coordinator'. Below this, the 'Change Password' section instructs the user to enter a new password and click the 'Change Password' button. There are three input fields: 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form are two buttons: 'Change Password' and 'Cancel'. The footer contains the address '1 Martin Luther King, Jr., Drive, Atlanta, GA 30334' and contact information '404-656-3251 | access@gba.ga.gov'.

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 a 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