

ReADY- Submitting Badge Request

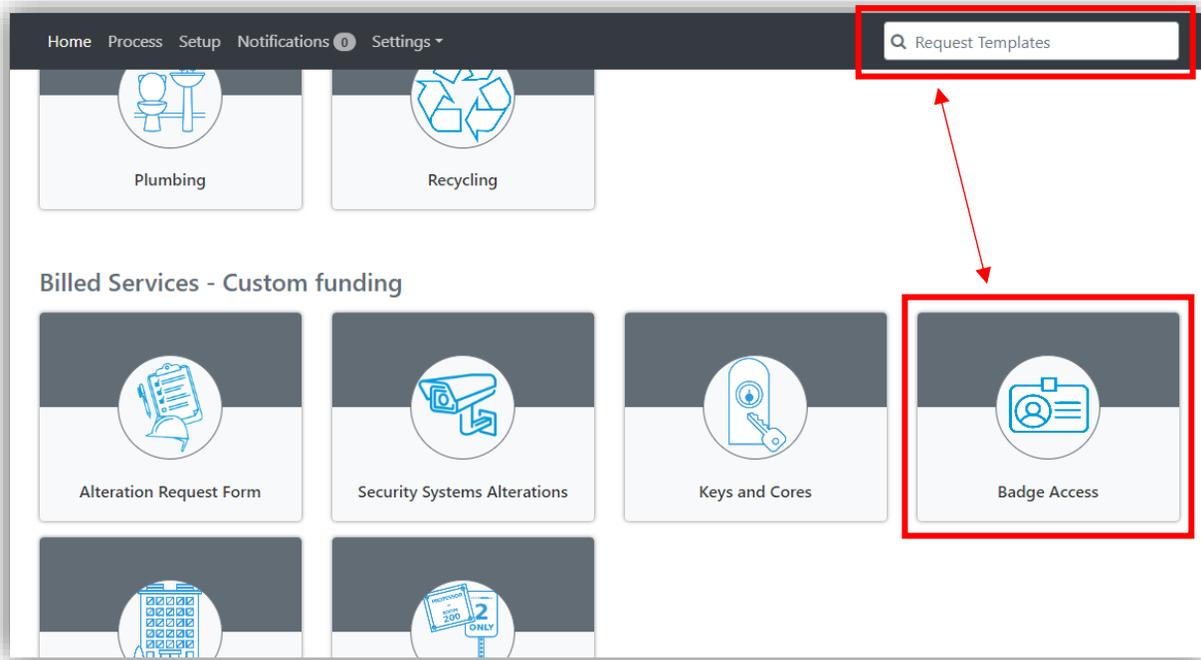
END USER TRAINING GUIDE

October 30, 2023



Submit Badge Request

1) **Search** for the Badge Access request type with a keyword or **Select** from the Request icons.



2) **Populate** the fields throughout the form.

a. The contact information will default to your profile. It is not editable.

b. **Select** the Payment Method.
i. Choose "Other" if the request is only badge related, but not asking for a badge.

c. If 'Invoice to Agency' is being selected, a two-digit department number is needed.

Badge Request

Contact Information

Name
John Felix

Phone
(919) 555-1000

Email
john.felix@doa.nc.gov

Select the method of payment

Payment by Employee

Invoice to Agency

Other

Enter two-digit department Number associated to provide funding.
To find your two-digit department number, follow this link: <https://ncadmin.nc.gov/media/7303/open>

- d. **Select** the Property where the badge is being requested for. Click the dropdown and begin to type the building name or number.

- e. When complete, **Click** the *Next* button.

Location Details

Enter the property

Property Help

Cancel Next >

3) Continue to fill out the Request Form

- a. **Select** the reason for the badge request.

- b. Based on the request reason above, a prompt for state parking may appear. If so, **select** Yes or No. State Parking will still need to be notified for on-boarding, but Security will notify State Parking as a courtesy.

- c. **Enter** the full name of the person the card is being requested for, as is will appear on the badge.

Access Badge Request

Work Type

Reason for badge request

- New Hire
- Broken
- Lost
- Stopped Working
- Return to Work
- Agency Change
- Name Change
- Other

Will this user be issued a state parking?

- Yes
- No

Enter the full name(s) of the person(s) the card is being requested for.

d. **Select** the employment status.

e. **Enter** a summary of the request, including time and type of access to be granted.

f. **Click** the link to download the request form.

g. **Click** and download the SOP and fill out the Request form to the SOP specifications.

h. **Click** and download the guide to fill out the Request form.

i. Once the form is complete. **Drag** or **browse** the file in the Attachment box.

j. **Click** *Next* to continue.

Select the employment status.

Permanent Employee
 Temporary Employee

Enter a brief summary of the request for access.

Please grant same access as Peter Parker

[ACR] – Access Card Request Form
o <https://ncadmin.nc.gov/Access-Card-Request>

[ACR] – Standard Operating Procedures
o <https://ncadmin.nc.gov/ACR-SOP>

[ACR] – How to Fill out an ACR form
o <https://ncadmin.nc.gov/ACR-How-To>

Attach the badge access request forms here.

Drop Files To Attach Or:
Browse

Cancel Previous Next

4) **Select** the account string for funding if this is "payment by the agency," otherwise it will not show.

Select the account string for funding.

Account Management Help

(Select One)

This list of accounts is filtered by the 2-digit department submitted on the first page. If the list is incorrect, return using the *Previous* button to verify the Department. If the department is correct and the account is not showing in the list: please email engineering_services@doa.nc.gov.

- 5) **Complete** the Department/Division name and billing address information

Enter the name of the dept/division requesting this work.

Billing street address

Billing Street address (line2)

Billing city and state

Billing zip code

- 6) **Review** the remaining information and **click** the *Review* button to continue.

Work Description

Access Badge - Reason for request: New Hire Receptient: John Doe,Permanent Employee See Attachment. Summary: Please grant same access as Peter Parker

Please continue to the next page to submit this request.

Cancel [← Previous](#) [Review](#)

- 7) **Review** the full request one last time and **Click** Submit.

- 8) The process is complete.

Home Process Setup Notifications Settings

NC-DOA
Facility Management
Badge Access

Badge Request

Name
John Fella

Phone
(919) 555-1000

Email
john.fella@doa.nc.gov

Select the method of payment
Invoiced to Agency

Enter how many department members associated in possible funding
13

Enter the property
Property
RCC106 - ADMINISTRATION BUILDING - 110 WEST JONES STREET

Access Badge Request

Reason for badge request
New Hire

Will this user be issued a state parking?
No

Enter the full name(s) of the person(s) the card is being requested for
John Doe

Select the employment status
Permanent Employee

Enter a brief summary of the request for access.
Please grant access as Peter Parker

Attach the badge access request forms here.

Drop Files To Attach Or
Browse

Access_Card_Request_Forms.pdf

Select the account string for funding.

Account Management
13-01-1016258 - Facility Management - Billed Services Dept: 13 Company: 1301 Cost Center: 1016258 Fund: 101 RCC: 6258

Enter the name of the department requesting this work.
Facility Management

Billing street address
123 Any Lane

Billing Street address (line 2)

Billing city and state
Raleigh NC

Billing zip code
27601

Work Description
Access Badge - Reason for request: New Hire Applicant: John Doe/Permanent Employee See Attachment
Summary: Please grant access as Peter Parker