AssetWORKS
Integrated Workplace Management Systems

ReADY- Submitting SBC Request

END USER TRAINING GUIDE

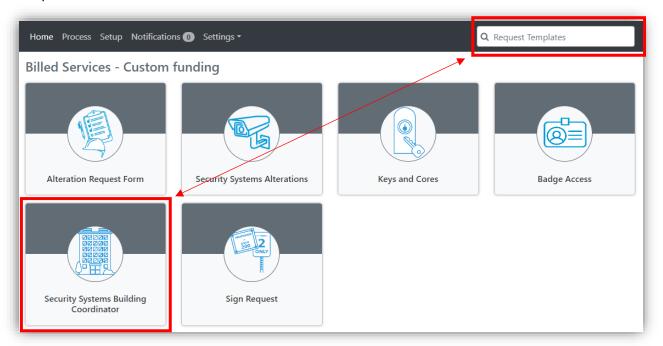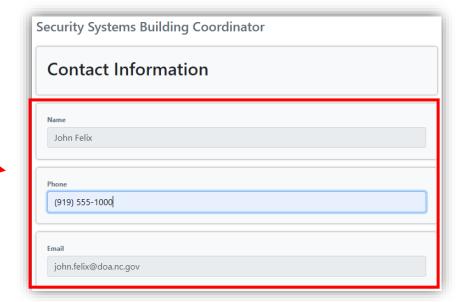October 30, 2023

![AssetWorks IWMS logo]

Submit SBC Request

1) **Search** for the Security Systems Building Coordinator request type with a keyword or **Select** from the Request icons.

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

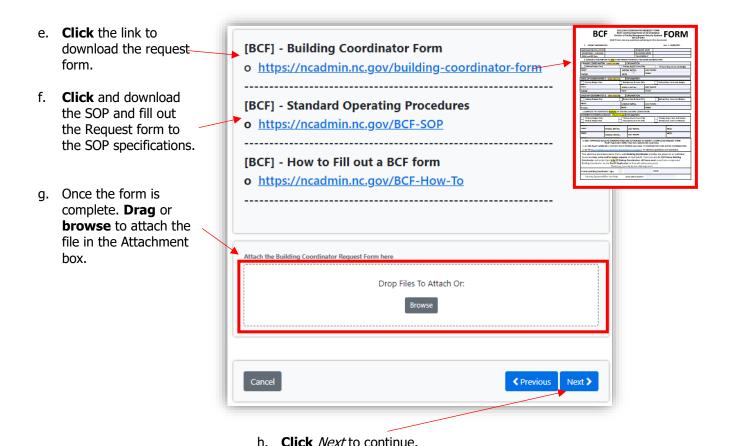   a. The contact information will default to your profile. It is not editable.

3) **Select** the Property. This should be the primary building associated with the Security Systems Building Coordinator change.
   a. **Click** the dropdown and begin to type the building name or number.

Location Details

Enter the property

Property	Help
(Select One) ▾	

| Cancel | Next ❯ |

   b. When complete, Click the Next button.

4) Continue to fill out the Request Form

Security Systems Building Coordinator

BUILDING COORDINATOR REQUEST FORM North Carolina Department of Administration Division of Facility Management-Security Systems 984-236-0460

Work Type

   a. **Select** the type of access request

   Which type of access request is this?
   ⦿ Reassign Backup SBC
   ○ Reassign Primary SBC
   ○ Add Backup SBC
   ○ Remove Backup SBC

   b. **Enter** the full name(s) of the employee(s) in the field provided.

   Full name(s) of employee(s).
   Peter Parker

   c. **Enter** NCID(s) in the field provided

   NCID(s) (in the same order as above if multiple.)
   pparker15

   d. **Enter** any additional details

   Additional details about this request:

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

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

[BCF] - Building Coordinator Form
o https://ncadmin.nc.gov/building-coordinator-form

[BCF] - Standard Operating Procedures
o https://ncadmin.nc.gov/BCF-SOP

[BCF] - How to Fill out a BCF form
o https://ncadmin.nc.gov/BCF-How-To
----

g. Once the form is complete. **Drag** or **browse** to attach the file in the Attachment box.

Attach the Building Coordinator Request Form here

Drop Files To Attach Or:

Browse

Cancel   Previous   Next >

h. **Click** *Next* to continue.

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

Please continue to the next page to submit this request.

Work Description

Reassign Backup SBC Peter Parker pparker15 Setup as backup Security Systems Building Coordinator with Key and Core Request access.

Cancel   Previous   Review

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

7) The process is complete.

Security Systems Building Coordinator

Name
John Felix

Phone
(919) 555-1000

Email
john.felix@doa.nc.gov

Enter the property

Property
RCC106 · ADMINISTRATION BUILDING · 116 WEST JONES STREET

BUILDING COORDINATOR REQUEST FORM

North Carolina Department of Administration
Division of Facility Management-
Security Systems
984-236-0460

Which type of access request is this?
Reassign Backup SBC

Full name(s) of employee(s).
Peter Parker

NCID(s) (in the same order as above if multiple.)
pparker15

Additional details about this request:
Setup as backup Security Systems Building Coordinator with Key and Core Request access.

Attach the Building Coordinator Request Form here

Drop Files To Attach Or:

Browse

Building_Coordinator_Form.pdf   Delete

Work Description
Reassign Backup SBC Peter Parker pparker15 Setup as backup Security Systems Building Coordinator with Key and Core Request access.

Cancel   ‹ Previous   Submit