

ReADY- Submitting SBC Request

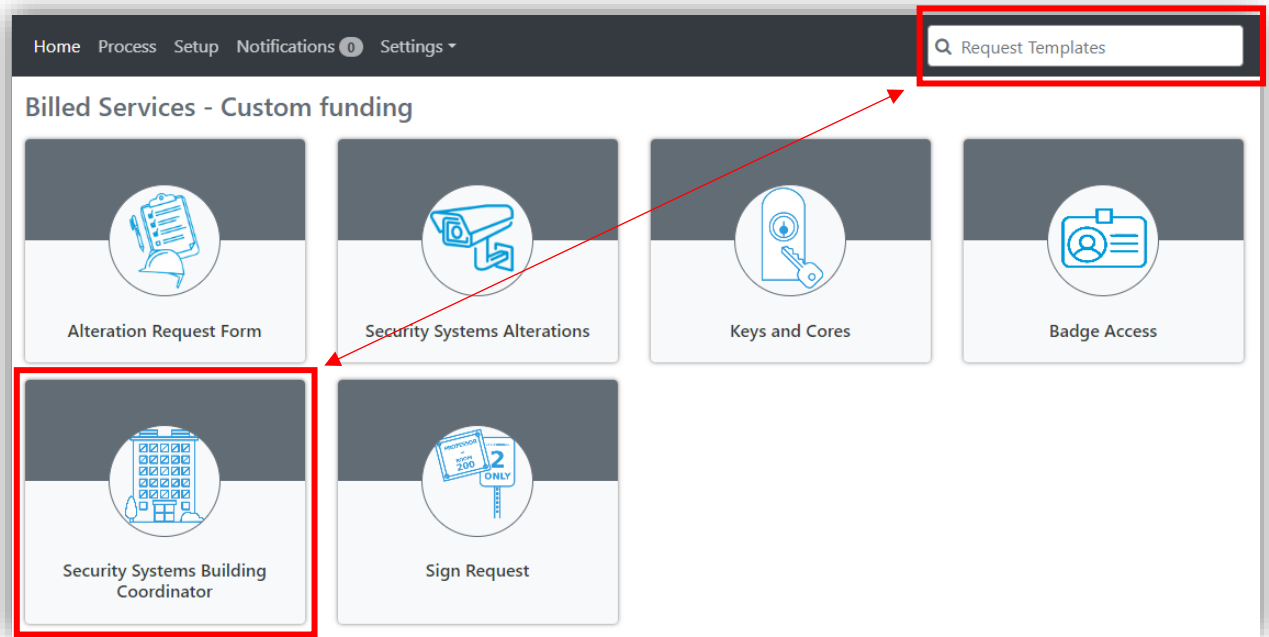
END USER TRAINING GUIDE

October 30, 2023



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.

The screenshot shows the 'Security Systems Building Coordinator' form. The 'Contact Information' section is highlighted with a red box. It contains three fields: 'Name' with the value 'John Felix', 'Phone' with the value '(919) 555-1000', and 'Email' with the value 'john.felix@doa.nc.gov'. A red arrow points from the text 'It is not editable.' to the 'Name' field.

- 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

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

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

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

- d. **Enter** any additional details

Security Systems Building Coordinator

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

Work Type

Which type of access request is this?

Reassign Backup SBC
 Reassign Primary SBC
 Add Backup SBC
 Remove 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:

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.

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

The screenshot shows a web interface with three download links:

- [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>

Below the links is an attachment box with the text "Attach the Building Coordinator Request Form here" and a "Drop Files To Attach Or:" area with a "Browse" button. At the bottom of the interface are "Cancel", "Previous", and "Next" buttons. A red box on the right side of the image highlights a sample BCF form.

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

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

The screenshot shows a review screen with the following content:

- Please continue to the next page to submit this request.
- Work Description: Reassign Backup SBC Peter Parker pparke15 Setup as backup Security Systems Building Coordinator with Key and Core Request access.
- Buttons: "Cancel", "Previous", and "Review".

- 6) **Review** the full request one last time and **Click Submit**.
- 7) The process is complete.

Home Process Setup Notifications Settings

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**