The ATO request process is only required when the University is in a high risk posture.
Introduction:

• The University’s posture on remote work has not changed. **All employees that can effectively work remotely should continue to do so.**

• Approved **Activity Area Plans** must be in place and building readiness must be confirmed prior to access on the **Facilities Management Building Status web page.**

• The ATO platform is a method of approving and monitoring access for those employees who need to work on campus.

• Compliance with the ATO process is **required** for all faculty and staff accessing Pitt owned or leased facilities.
Goals/Objectives:

• Limit spread of the COVID-19 virus through controlled building access
• Allow RCs and Departments to authorize and monitor access to University buildings
• Provide accessible, centralized and dynamic building access information
Authority to Operate Building Access Platform (ATO 2.0):

• Platform can be accessed at buildingapproval.pitt.edu

• Major components:
  • **Building Access Requests** – Used by individuals or departments to request authorization for access
  • **Request Management** – Used by Departments to authorize, deny, or revoke access requests
  • **ATO Dashboard** – Used by RCs & Departments to monitoring access activity

• ATO Links data from RS2 swipe card system:
  • Identifies *Actual* access versus *Authorized* access
  • Provides department-level reporting for *RC Oversight*
How it Works:

• Individuals request building access
  • Requestor receives confirmation email
  • Departmental approvers receive email notification of pending request

• Departmental Approvers authorize/deny access
  • Dept. approvers approve/deny requests and assign access posture levels
  • System sends an “end of day” list of authorizations to RS2 security administrator
  • RS2 administrator programs swipe cards as needed (allow 24-48 hours)

• RC Admins/Department Approvers access the dashboard to:
  • View access rights for personnel within their RC
  • See who is actually accessing buildings and dates/times of entry
Your Roles:

• **RC Administrator:**
  • Responsible for monitoring building access for individuals within RC and ensuring compliance

• **Departmental Approver**
  • Receives and approves/denies requests for access via the ATO app
  • Updates access statuses in ATO for individuals within their RC as required

• **RS2 Security Administrator**
  • Receives nightly email with all approvals/changes in authorization status
  • Programs access cards for approved areas as needed
ATO 2.0 Highlights

• ATO 2.0 went live on January 4, 2020
• Primary upgrades:
  ▪ Combines ATO access request application and dashboards
  ▪ Simplified Request Process
    ○ Add multiple users in one request
    ○ Request access to multiple buildings in one request
  ▪ Ability to authorize access by operating posture
  ▪ Ability to request one-time authorization
  ▪ Elimination of requirement to specify time of day
  ▪ Enhanced email confirmations and notifications
  ▪ Simplified dashboards
Instructor Authorization in ATO 2.0

- ATO 1.0 provided general authorization for individuals coded in PeopleSoft as instructors
- ATO 2.0 requires instructors to have specific authorization to access their teaching, learning, and research spaces
- A partially automated process has been put in place to enable simplified authorization by each academic responsibility center
- On January 5, PittIT provided reports to each academic RC head and DOA of all individuals coded as instructors, along with their office building and any buildings where they are currently scheduled to teach for the Spring semester
- RCs are asked to verify these lists and return to PittIT by January 9.
- PittIT will then perform a bulk upload of the data to authorize instructors in ATO
Where we need your help:

1. Ensure that **RC Administrators** and **Departmental Approvers** are assigned for all departments with employees (ATO 2.0 will allow RCs to self-assign approvers in mid-late January, 2021. Until then, please submit a help ticket to PittIT for any changes or additions to approvers/RC admins.

2. Ensure that all individuals required to work on campus are authorized in **ATO prior to entering campus facilities**

3. Academic RCs to return PittIT lists for instructor access by January 9.

4. RCs to frequently monitor employee access dashboard and daily compliance reports and address non-compliance immediately
Additional notes:

- Individuals who were authorized in original ATO roll-out will **not** need to be reapproved.
- In the dashboard, RC Admins and Departmental Approvers will only see access data for individuals within their RC.
- Some buildings do not use the RS2 system for access. Even if RS2 is not in place for your buildings, ATO approval should be established for all employees requiring access.
- User guides, FAQs and recorded training sessions will be available on the Facilities Management Building Status web page.