

Introduction to the New Building Access Platform Authority To Operate (ATO)

July 31, 2020

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 new 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 lists (retire the spreadsheets!)

Authority to Operate Building Access Platform (ATO):

- Two major components:
 - **ATO App** for building access request buildingapproval.pitt.edu
 - **ATO Dashboard** for monitoring access activity [Building Access for Approvers](#)
- ATO Links data from RS2 swipe card system:
 - Identifies Actual access versus Authorized access
 - Provides department-level reporting for RC Oversight

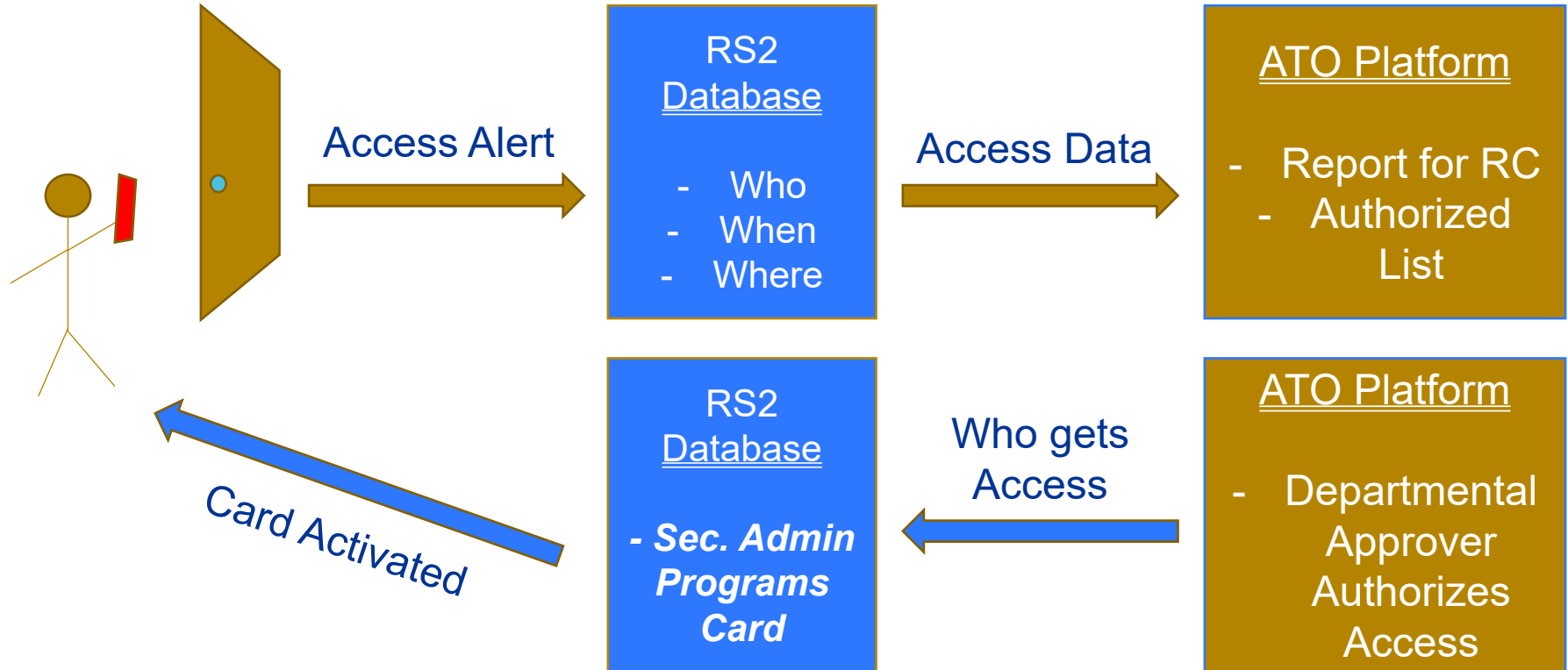
Your Roles:

- **RC Administrator:**
 - Responsible for monitoring building access for individuals within RC and ensuring compliance
 - Works with Departmental Approvers to change authorizations as required
- **Departmental Approver**
 - Receives and approves/denies requests for access via the ATO app
 - Updates access statuses in ATO app 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

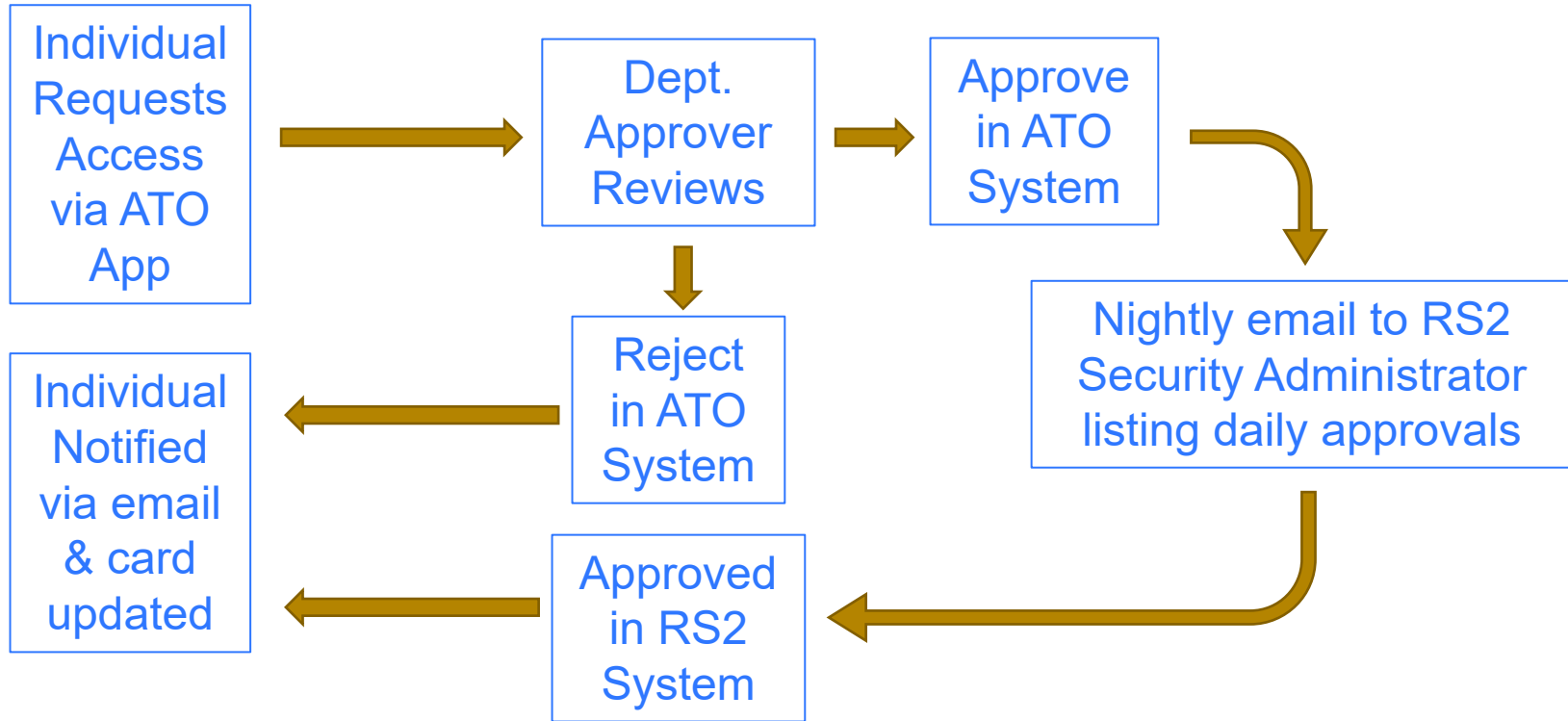
How it Works:

- Individuals request building access (ATO app)
- Departmental Approvers authorize/deny access (ATO app)
 - Requests generate emails to approvers
 - Dept. approvers approve/deny requests
 - System sends an “end of day” list of authorizations to RS2 security administrator
 - RS2 administrator programs swipe cards (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

Two Systems - Interconnected:



How Access is Requested:



Where we need your help:

1. ASAP - Need to designate **RC Administrators** and **Departmental Approvers** through the [Access Approver Survey](#)
2. Access requests for all individuals required to work on campus must be submitted and approved by Departmental Approvers (via ATO app) **prior to return to campus**
3. RC Administrators to frequently monitor access for employees under RC responsibility and address non-approved access

Additional notes:

- Individuals who have been previously approved through ATO will **not** need to be reapproved.
- PittIT is working to populate ATO with data for individuals who have been required to access buildings through the shut-down. These individuals will **not** need to request access through the app, but RC admins or Departmental Approvers will need to update their access status via the app's reporting feature. More details on this feature will be communicated soon.

Additional notes:

- 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.

Training Materials:

- This training is being recorded and will be available on the [Facilities Management Building Status web page](#).
- We will also be posting a list of FAQs, including questions raised today. This will be updated periodically as additional questions come in.
- Additional Links:
 - ATO Access Approver Survey: [Access Approver Survey](#)
 - ATO Access Request App: buildingapproval.pitt.edu
 - ATO Dashboard (for RC Admins and Dept. Approvers): [Building Access for Approvers](#)