

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

Building Access Request Authority to Operate (ATO) v2.0

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Request Building Access

All University faculty and staff are required to request access to University buildings during restricted operational postures by using the [ATO Building Access request form](#). Sign in through Pitt Passport with your Pitt username and password.

Request Access Form

The ATO 2.0 request form allows for one or more individuals to be added to a request, as well as one or more buildings. When submitting a request for more than one person, all selections on the request will be applied to all individuals on the request. Therefore, it is recommended to submit a request for groups of people that have a similar schedule and reason for access and need access to the same building(s).

A high-level overview of the request form is noted below. Details about each section are documented in the following pages.

1. Visit the Building Access Application at <https://buildingapproval.pitt.edu/>

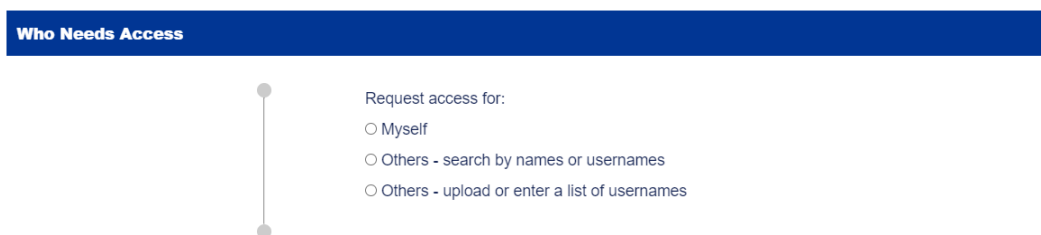
The screenshot shows the 'Building Access Requests' page of the University of Pittsburgh's Building Access application. The header is dark blue with the University of Pittsburgh logo on the left, 'Building Access' in the center, and a user login status on the right. Below the header, there's a section titled 'Building Access Requests' with a link to 'View Current University Posture'. To the right, there's a box for 'Building/Room Availability' with a link to 'View building and room closures'. Below this, there's a '+ Submit a New Request' button. A search bar is present with the text 'Search...'. Below the search bar, there's a table with columns: Request Date, Building, Room, Access Start, Access Days, Full Name, and Status. The table contains one row of data.

Request Date	Building	Room	Access Start	Access Days	Full Name	Status
12/15/2020	BELFIELD TOWER	210	12/23/2020	W, H, F, Sa	Lastname, Firstname	REQUESTED

2. Click the **+ Submit a New Request** button to start a new request.
3. Complete the **Who Needs Access** section. You can indicate that the request is for yourself or for others.
4. Complete the **When is Access Needed** section. Identify the schedule of access as Daily, Weekly, Monthly, or One-Time access.
5. Complete the **Why is Access Needed** section. Indicate your primary reason for access.
6. Complete the **Where is Access Needed** section. One building is required; up to 25 buildings can be added to a single request.
7. **Submit** the form.
8. Review the status of your submitted requests on the Requests page in the Building Access application.

Identify Who Needs Access

A request can be submitted for one or more people; for yourself and/or for others. Adding other individuals to a request can be done manually by searching for a person by name, username, or email address; or by entering usernames or uploading a text file with usernames. A maximum of 200 individuals can be added to the request. Along with the names of those that are requesting access, the name of a contact must be provided in case the Department Approver or RC administrator needs to contact someone regarding the request.



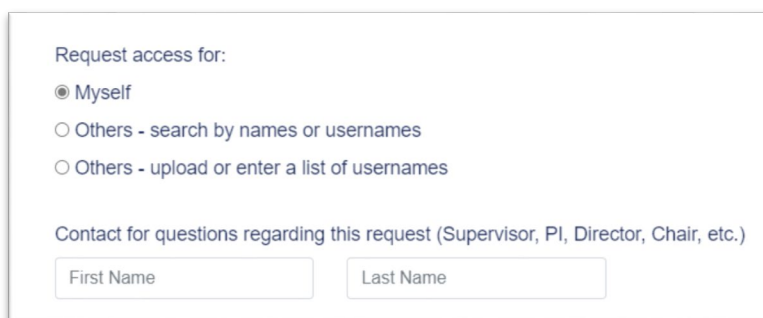
The screenshot shows a blue header bar with the text "Who Needs Access". Below the header, there is a vertical line with two dots. To the right of the line, the text "Request access for:" is followed by three radio button options: "Myself", "Others - search by names or usernames", and "Others - upload or enter a list of usernames".

Helpful hints for entering more than one individual:

- If you intend to submit a request for yourself as well as others, use one of the 'Others' options and add your name by providing your name or username.
- If you are submitting a request for others, it is recommended that you have the usernames for those individuals, especially if searching by name is not returning the results you expect or is returning too many results.
- You can manually enter, or copy and paste, a list of up to 200 usernames, separated by commas, into a text field to add multiple people to the request.
- You can upload a text file (.txt) with up to 200 usernames in the file. Each username must be on its own line with no additional characters before or after each line. Excel files cannot be uploaded, though an Excel file can be converted (using the Save As command) to a text file.

Request access for Myself

Select the 'Myself' option if the intent is to request access for only yourself on this request. Complete the Contact information and then move to the next section on the form.



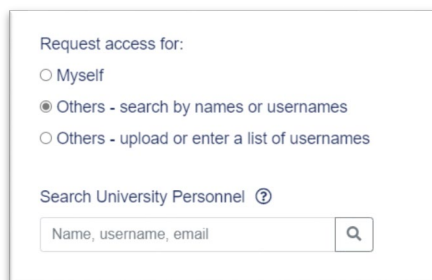
The screenshot shows a form with the following elements: "Request access for:" followed by three radio button options: "Myself" (which is selected), "Others - search by names or usernames", and "Others - upload or enter a list of usernames". Below these options is the text "Contact for questions regarding this request (Supervisor, PI, Director, Chair, etc.)". Under this text are two input fields: "First Name" and "Last Name".

Request access for Others

Two options exist for adding others to the request. **Search by names or usernames** requires search functionality per person to retrieve matching records for selection to be added to the form. **Upload or Enter a list** allows for a list of usernames to be entered manually (or pasted from another source) or uploaded in a text file.

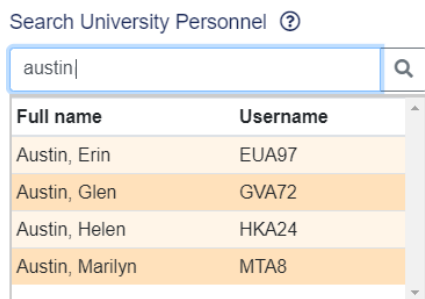
Search by Names or Usernames

Select the '**Others – search by names or usernames**' option if the intent is to request access for other individuals. You can also include yourself on this request by searching for and selecting your username.



Steps to add Others via Search

1. Click the **Others - search by names or usernames** option.
2. Click in the **Search University Personnel** field.
3. **Enter** a last name, first name, username or email address then click the **search** icon. If no results are found, or the list does not include the person you identified, change the criteria (e.g., enter a username instead of a last name, or vice versa) then search again.
4. Once results are displayed, select (click) the desired individual from the list.



Full name	Username
Austin, Erin	EUA97
Austin, Glen	GVA72
Austin, Helen	HKA24
Austin, Marilyn	MTA8

5. A **Requester List** table will display with the selected record listed.

Requester List

	Full Name	Username	
1	Smith, William	WLS76	⊖
2	Jones, Randall	RAJ15	⊖
3	Arnold, Belinda	BTA42	⊖
4	Austin, Glen	GVA72	⊖

To remove an individual from the list, click the remove icon to the right of the username. This cannot be undone, though the username can be searched for and added again.

6. Continue to search for and add additional people as necessary.
7. Complete the **Contact** information and then move to the next section on the form.

Upload or Enter a List of Usernames

The functionality to 'upload' or 'enter' a list of usernames avoids having to search for an individual on the request form. However, this option is based purely on knowing the username for individuals that need to be added to the form. The result is the same; their Names and Usernames will be added to the Requester List as depicted in the previous section (Search by names or usernames).

One caveat with entering or uploading a list is that once the Upload button is pressed to process the list or file, additional names cannot be added or appended to the list. If a new list or file (or the same file) is uploaded after the list is populated, it will overwrite the existing list.

Usernames that cannot be matched to an active person with a department association will be listed below the Requester List.

Requester List

	Full Name	Username	
1	Smith, William	WLS76	⊖
2	Jones, Randall	RAJ15	⊖
Users Not Found or Not Supported			
	abc123		

Enter a List of Usernames

Select the '**Others –upload or enter a list of usernames**' option if the intent is to request access for other individuals. You can also include yourself on this request by searching for and selecting your username.

Upload Users ?

Choose file

Browse

Upload

Files with a txt or csv extension are acceptable. Excel files (.xlsx) are not permitted. One username per line; max 200 lines.

or Enter Usernames separated by comma ?

Enter Usernames (200 max) separated by a comma.

Upload Username List

Upload a List of Usernames

Select the 'Others – upload or enter a list of usernames' option if the intent is to request access for other individuals. You can also include yourself on this request if your username is included in the file that will be uploaded.

☒ Others - upload or enter a list of usernames

Upload Users ?

Choose file

Browse

Upload

Files with a txt or csv extension are acceptable. Excel files (.xlsx) are not permitted. One username per line; max 200 lines.

Requirements for the file include the following:

- A text file saved with a .txt or .csv extension
- One username per line
- No additional characters

Steps to add Others by Uploading a List of Usernames

1. Click the **Others – upload or enter a list of usernames** option.
2. Under the Upload Users heading, click the **Browse** button.
3. Select the file from the appropriate drive and directory and Open (or other similar command). The selected filename will be displayed in the Upload Users file name field.

Upload Users ?

UsersForBuildingAccess.csv

Browse

Upload

Files with a txt or csv extension are acceptable. Excel files (.xlsx) are not permitted. One username per line; max 200 lines.

4. Click **Upload** (next to Browse).
5. The **Requester List** table will display with usernames populated by the uploaded file. Note that any usernames that are not valid will be identified beneath the Requester List.

Requester List

	Full Name	Username	
1	Smith, William	WLS76	⊖
2	Jones, Randall	RAJ15	⊖
3	Arnold, Belinda	BTA42	⊖
4	Austin, Glen	GVA72	⊖

To remove an individual from the Requester List, click the remove icon to the right of the username.

Steps to add Others by Entering Usernames

Usernames can be manually entered or copied and pasted into the 'Enter Usernames' text box from another application. Usernames must be separated by a comma.

1. Click the **Others – upload or enter a list of usernames** option.
2. Click in the **Enter Usernames** field.
3. Enter a username followed by a comma then another username. Repeat until all desired usernames are listed, up to a maximum of 200 usernames.

or Enter Usernames seperated by comma ?

wls76,raj15,bta42,gva72

Enter Usernames (200 max) separated by a comma.

Upload Username List

4. Click **Upload Username List**.
5. The **Requester List** table will display with usernames populated for the manual entry. Note that any usernames that are not valid will be identified beneath the Requester List.

Requester List

	Full Name	Username	
1	Smith, William	WLS76	⊖
2	Jones, Randall	RAJ15	⊖
3	Arnold, Belinda	BTA42	⊖
4	Austin, Glen	GVA72	⊖

To remove an individual from the Requester List, click the remove icon to the right of the username.

Identify When Access is Needed

The intended recurrence and frequency for access needs to be identified on each request. Recurrence options include Daily, Weekly, Monthly, and One-time. Daily, Weekly and Monthly options include a Begin Date along with Days of the week. One-time access only requires that a Date be identified.

When is Access Needed

☐ Daily

☐ Weekly

☐ Monthly

☐ One-time

Begin Date

Steps to identify when access is needed

1. Select a recurrence for your intended access.

- ☐ Daily
- ☒ Weekly
- ☐ Monthly
- ☐ One-time

2. Enter the **Begin Date** or select a date from the calendar that appears.

01/11/2021

January 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3. Select the days of the week associated with the recurrence pattern selected.

☐ Daily

☒ Weekly

☐ Monthly

☐ One-time

01/11/2021

Select Days

Sun

Mon

Tue

Wed

Thur

Fri

Sat

Identify Why Access is Needed

A primary reason for access is required to help classify the nature of work to be performed while granted access. Select the option that most closely identifies the reason why you need access to University buildings.

Why is Access Needed

Primary Access Reason:

☐ Administration/Student Services

☐ Research/Clinical/Animal Care

☐ Teaching

☐ Police/Security/EHS

☐ FM - Building Maintenance/Custodial

☐ Aux - Building Maintenance/Housekeeping

☐ Dining Services

☐ Networking/Telecom/Endpoint

☐ Radiation Safety

☐ Other

Comments:

Comments are optional and can be added for further explanation or justification.

Identify Where Access is Needed

One or more buildings can be added to a request; only the buildings you intend to access should be selected. Each building requires at least one room, area, or other defined space selected. Access is managed at the building level and is understood that most users will require access to multiple rooms. You only need to select one primary lab or office in each building for which you are requesting access. A maximum of 25 buildings can be added to the request.

Where is Access Needed

	Building Name	Room No.	Remove
1	<input type="text" value="Select a building"/>	<input type="text" value="Select"/>	

Maximum 25 Buildings

+ Add Another Building

In the previous section on the form, Why is Access Needed, there are specific types identified by university management as needing access to more than the maximum number of buildings that can be selected. These options include:

- Police/Security/EHS
- FM - Building Maintenance/Custodial
- Aux - Building Maintenance/Housekeeping
- Networking/Telecom/Endpoint

Selecting one of these primary access reasons will disable the building section functionality and automatically populate the request with those buildings.

Where is Access Needed

Based on your Access Reason selection, the following buildings will be associated with your request.

	Building Name
1	3343 FORBES AVENUE
2	ALLEGHENY OBSERVATORY
3	ALLEN HALL
4	ALUMNI HALL
5	BARCO LAW BUILDING

Note: The building access request form is NOT a substitute for requesting access to DIVISION OF LABORATORY ANIMAL RESOURCES (DLAR) facilities. Access to DLAR facilities can only be made through the DLAR website.

Steps to identify where access is needed

1. Click in the **Building Name** list box.
2. **Scroll** through the list to find the desired building or **enter a portion of a building name** to filter the list. Entire building names will be searched as a potential match to partial criteria entered.

3. Select the desired **Building Name**.
4. Select a **Room Number**. If a space is not currently available as determined by Environmental Health & Safety, that room will not be selectable.

	Building Name	Room No.	Remove
1	LAWRENCE HALL	104	

5. Use the **+Add Another Building** button to add additional buildings to the list.

	Building Name	Room No.	Remove
1	LAWRENCE HALL	104	⊖
2	BELLEFIELD TOWER	210	⊖
3	GRAD SCH OF PUBLIC HLTH - CRABT...	114	⊖

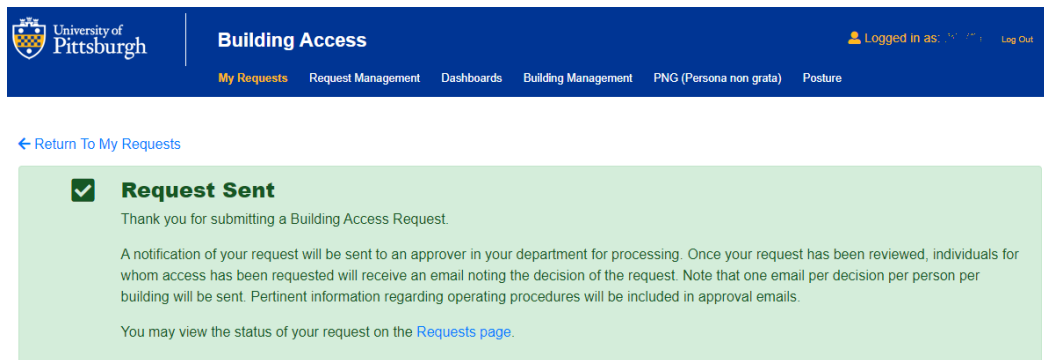
+ Add Another Building

To remove a building from the request, click the remove icon in the Remove column.

Any buildings that are currently marked as 'Closed' in the ATO application cannot be selected from the list and will display a 'Currently Closed' notation.

Submit the Request

Once all sections of the request are complete, click the **Submit Request** button. A confirmation page will appear indicating this status.




A confirmation email will be sent to the individual that submitted the request, regardless of the number of individuals on the request. Emails may take up to 5 minutes to be received.


Building Access requests will be routed to the designated departmental approver who will review and approve or deny the request. The department's RS2 Security administrator will then make programming changes required to activate Pitt ID cards for approved personnel as needed.

View Submitted Requests

Request Grid

All requests that you submit, whether for yourself or for others, will display in the Requests grid when you log into Building Access. A single request record in the grid includes the details for one person and one building. If you submit one request for 10 people and 3 buildings, then the grid will display 30 requests. Select any row in the grid to view the details of that request.

**Building Access**

Logged in as:  [Log Out](#)

My Requests

Building Access Requests[View Current University Posture](#)

+ Submit a New Request

Building/Room Availability
[View building and room closures](#)

Show 10 Entries

Request Date	Building	Room	Access Start	Access Days	Full Name	Status
12/15/2020	BELLEFIELD TOWER	210	12/23/2020	W, H, F, Sa	Lastname, Firstname	REQUESTED
12/15/2020	LAWRENCE HALL	104	12/23/2020	W, H, F, Sa	Lastname, Firstname	REQUESTED
12/15/2020	GRAD SCH OF PUBLIC HLTH - CRABTREE	114	12/23/2020	W, H, F, Sa	Lastname, Firstname	REQUESTED
12/15/2020	CHEVRON SCIENCE CENTER	102	12/17/2020	One-Time	Lastname, Firstname	REQUESTED
12/15/2020	CATHEDRAL OF LEARNING	1001A	12/17/2020	One-Time	Lastname, Firstname	REQUESTED
12/15/2020	THACKERAY HALL	103	12/17/2020	One-Time	Lastname, Firstname	REQUESTED
12/14/2020	MEDICAL ARTS BUILDING	300	12/29/2020	M, F	Lastname, Firstname	REQUESTED
12/14/2020	MEDICAL ARTS BUILDING	300	12/29/2020	M, F	Lastname, Firstname	REQUESTED
12/14/2020	MEDICAL ARTS BUILDING	300	12/29/2020	M, F	Lastname, Firstname	REQUESTED
12/14/2020	MEDICAL ARTS BUILDING	300	12/29/2020	M, F	Lastname, Firstname	REQUESTED

First Previous 1 2 3 Next Last

Showing 1 to 10 of 275 entries

Requests that were created with multiple people and/or buildings will be displayed as individual requests with one person, one building per request. Decisions on a request, i.e., approval or denial, need to be performed at a 'person to building' level, so each person-building combination appears as its own request.

Request Grid Elements

Number of Records per Page

By default, ten records display in each page of the grid. Use the **Show Entries** drop down list directly above the grid on the right to change the number of records showing on a page.

Grid Paging

Use the pagination buttons beneath the grid to move through multiple pages of requests, if available.

Sort Requests

Requests can be sorted using the column headings in the grid. Click a column heading to sort the grid in ascending order by that column; click a second time to sort in descending order.

Search Requests

The Requests grid includes a Search feature that will filter the grid to display matching records. Search results will be filtered in the grid as criteria is entered; delete the contents to remove the filter and display all requests.

Show 10 Entries

Request Date	Building	Room	Access Start	Access Days	Full Name	Status
12/15/2020	GRAD SCH OF PUBLIC HLTH - CRABTREE	114	12/23/2020	W, H, F, Sa	Lastname, Firstname	REQUESTED

First Previous 1 Next Last Showing 1 to 1 of 1 entries

View Request Details

Submitted Building Access requests can be viewed at any time in the Building Access application. All responses and additional content entered on the request appears in this view. The names of all assigned approvers for your department are noted along with the status of the request. If a request has been approved, then the maximum posture level under which you are approved to enter buildings is noted. Posture levels are assigned by departmental approvers.

Building Access Request Detail ×

Request For	O [REDACTED]
Request Date	12/6/2020 6:19:27 PM
Submitted By	O [REDACTED]
Alternate Contact	Ormond, Jay

Access Frequency	Weekly
Access Begin Date	12/8/2020
Days	T, F
Access Reason	Other
Access Description	weekly pickup of mail, etc
Access Location	LAWRENCE HALL - 105

Department Approver(s)	C [REDACTED] B [REDACTED] M [REDACTED]
-------------------------------	----------------------------------------------

Request Status	Approved
Max Posture Level	Elevated

Close

An approved request will also indicate the 'Max Posture Level' under which you are approved to enter the building on the request. If your approval level is Elevated, and you swipe into a building while the university's operational posture is High, you will then be in violation of the approved level.

Steps to View a Submitted Request

1. View the **Requests** page of the Building Access application.
2. Hover over the desired record in the grid then **click to select the request**.

Request Date	Building	Room	Access Start	Access Days	Full Name	Status
12/8/2020	BELLEFIELD PROFESSIONAL BUILDING		12/14/2020	M, T, W, H, F	[REDACTED]	Pending Review
12/6/2020	LAWRENCE HALL	105	12/8/2020	T, F	[REDACTED]	Pending Review
12/15/2020	LAWRENCE HALL	104	12/23/2020	W, H, F, Sa	[REDACTED]	Pending Review
12/14/2020	MEDICAL ARTS BUILDING	300	12/29/2020	M, F	[REDACTED]	Pending Review

3. The **Request Status** appears at the bottom of the form. Status options include Pending (submitted), Approved, Denied, or Revoked.

Request Status

Pending Review

Close

4. Click the **Close** button to return to the main Requests page.

Building Access Request Notifications

Various notifications will be sent in relation to a Building Access Request.

Request Submission Confirmation Email

A confirmation email will be sent to the individual that submitted the request, regardless of the number of individuals on the request. Emails may take up to 5 minutes to be received.

Request Submission Notification Email

A 'new request notification' email will be sent to the individual that is designated as the department approver.

Building Access Approval Email

An email will be sent to the individual that is approved for access to a building once a department approver approves a request. Note that the status in the grid will change to reflect this decision and may occur before an email is received.

Building Access Denial Email

An email will be sent to the individual that is denied access to a building once a department approver denies a request. Note that the status in the grid will change to reflect this decision and may occur before an email is received.

Building Access Revoked Email

An email will be sent to an individual that has an approved access revoked by a department approver (e.g., an employee no longer works in the department). Note that the status in the grid will change to reflect this decision and may occur before an email is received.

Building Status Change

A Building Closure or Open notification email will be sent to department approvers and any individual who is approved access for a building when the status of a building is changed (e.g., from open to closed or closed to open) in the ATO 2.0 application by a Building Manager.

Building and Room Availability

Stay current with the Building and Room Availability page. When a Building Manager changes the status of a building (e.g., from open to closed or closed to open), this change is communicated via an email to department approvers and any individual who is approved access for that building. However, individual room changes will not be communicated.

Located below your username when logged in to Building Access, click the link to View building and room closures.

The screenshot shows the 'Building Access' page of the University of Pittsburgh. At the top, there is a blue header with the university logo, 'Building Access' text, and a 'Logged in as' status with a 'Log Out' link. Below the header, there is a 'Building Access Requests' section and a 'View Current University Posture' link. A dropdown menu is open, showing 'Building/Room Availability' and a link 'View building and room closures' which is highlighted with an orange arrow. Below this, a modal window titled 'Closed Rooms and Buildings' is displayed. The modal contains a table with the following data:

Building/Room	Status
308 OAKLAND AVENUE	Closed
AIKEN MEDICAL BUILDING	Closed
AIR GLOW OBSERVATORY	Closed
BELLEFIELD HALL	Open
104	Closed
195A	Closed
304	Closed
309C	Closed
309D	Closed
310A	Closed
310B	Closed
320B	Closed
320C	Closed
320E	Closed
BLAISDELL HALL	Open
178	Closed

A 'Close' button is located at the bottom right of the modal.