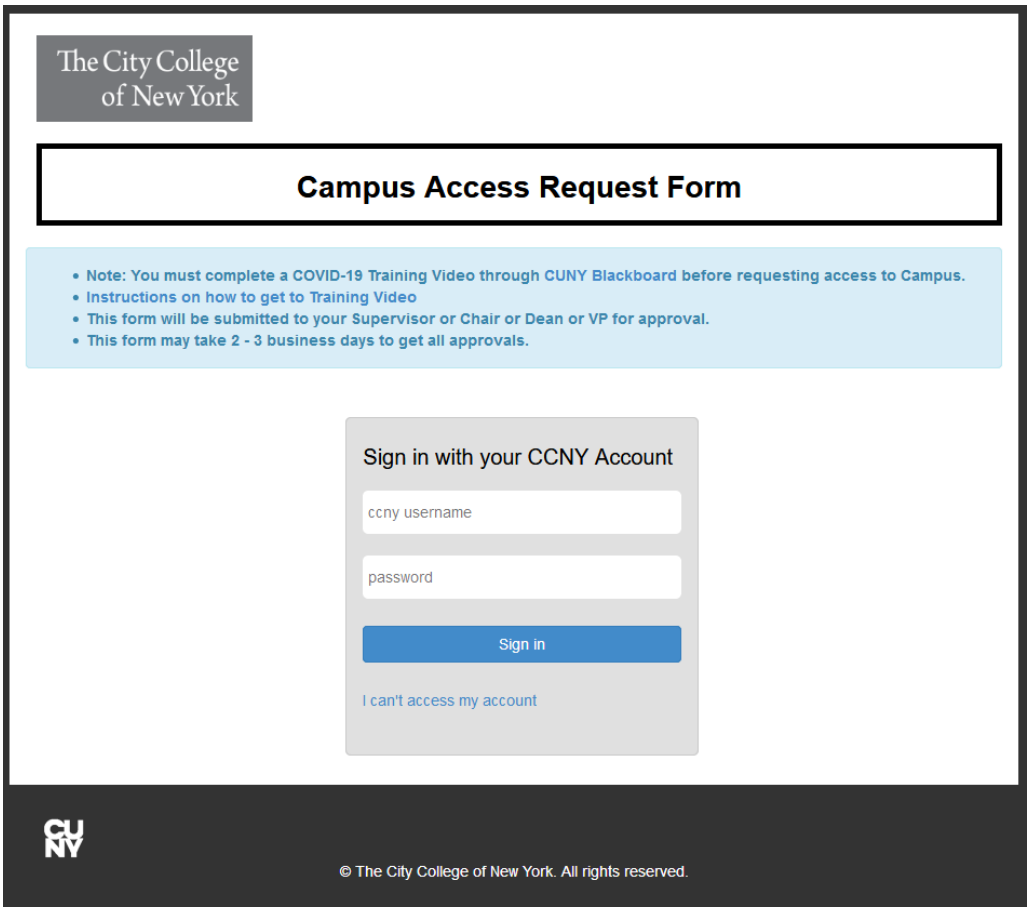
Campus Access Request Form Instructions

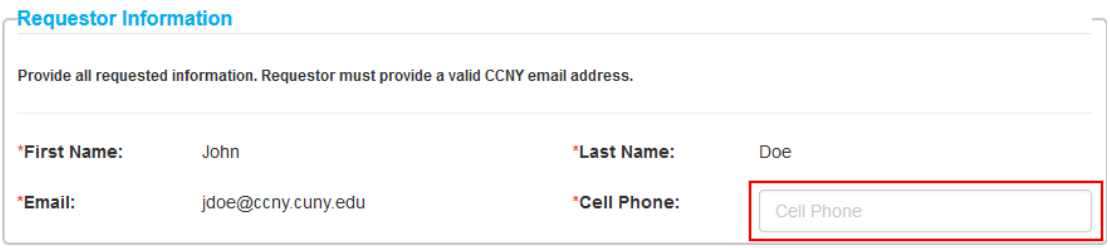
1. Access the form by visiting this URL:

   https://portal.ccny.cuny.edu/depts/oit/campusAccess/login.php

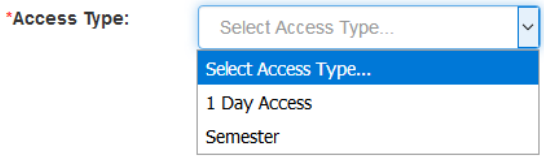
2. At the URL above, you'll be presented with a login form. Here you will enter the same user name and password as your email address. If your email is address is jdoe@ccny.cuny.edu, your user name is: jdoe.



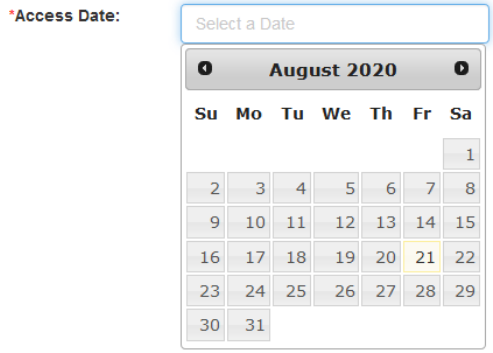
3. After successful login, you will see a form with 3 sections: Requestor Information, Access Information, Approval Information. Proceed by providing your phone/cellphone number:



4. In the Access Information section, specify the type of access you are requesting. The options are: 1 Day Access or Semester. The 1 Day Access option, if approved, will provide you with access to the campus for the date selected in the next step (based upon hours of operation on campus). The Semester access option, if approved, will grant you access to campus for the duration of the current semester during hours of operation. You may select the access type by clicking on the Access Type drop-down menu:

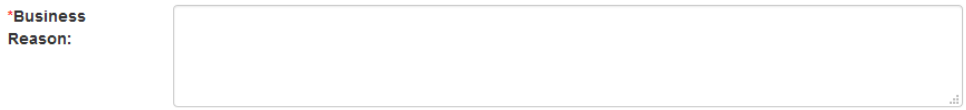


5. When selecting the 1 Day Access option, you will be presented with an Access Date text box. Here you will click on the text box and select the date you wish to visit the campus from the calendar window:

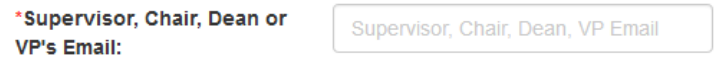


6. Proceed by selecting the building(s) you will be visiting from the Building(s) selection box. You may optionally indicate the specific Room(s) you will visit in the Room text box:

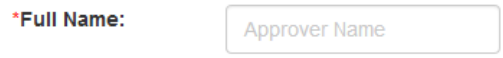
7. Next, indicate the reason for your visit to campus in the designated Business Reason text box:



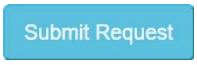
8. Next, in the Approval Information section, enter the Supervisor, Chair, Dean or VP's email address who is aware of your visit and will grant the access in the designated text box:



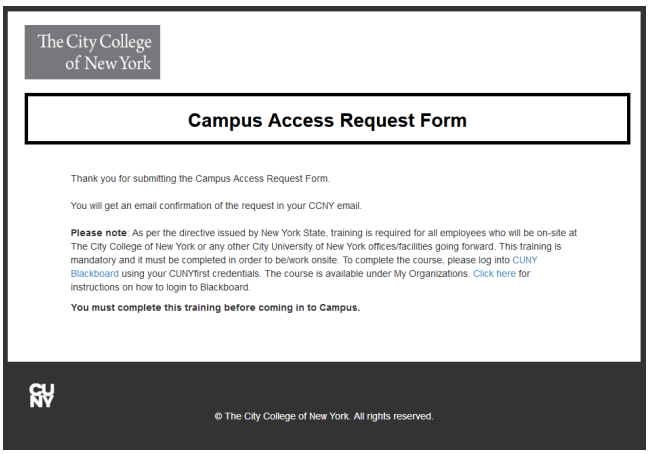
9. Lastly, enter the approver's full name in the Full Name text box:



10. After all the required fields (designated by a red * asterisk) have been completed, you will click on the Submit Request button to submit your form for approval:



11. After the form has been submitted, you will be presented with a confirmation screen informing you that a confirmation email was sent to you. You will also be instructed to participate in a **mandatory** COVID-19 training hosted in Blackboard:



12. Please note: The mandatory COVID-19 training **MUST** be completed before access to campus can be granted.

    a. Blackboard can be accessed here:

       https://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/

    b. Instructions for accessing Blackboard can be found via this link:

       https://www.ccny.cuny.edu/sites/default/files/2020-07/CUNY%20Employee%20Mandatory%20Training%20Blackboard%20Instructions.pdf