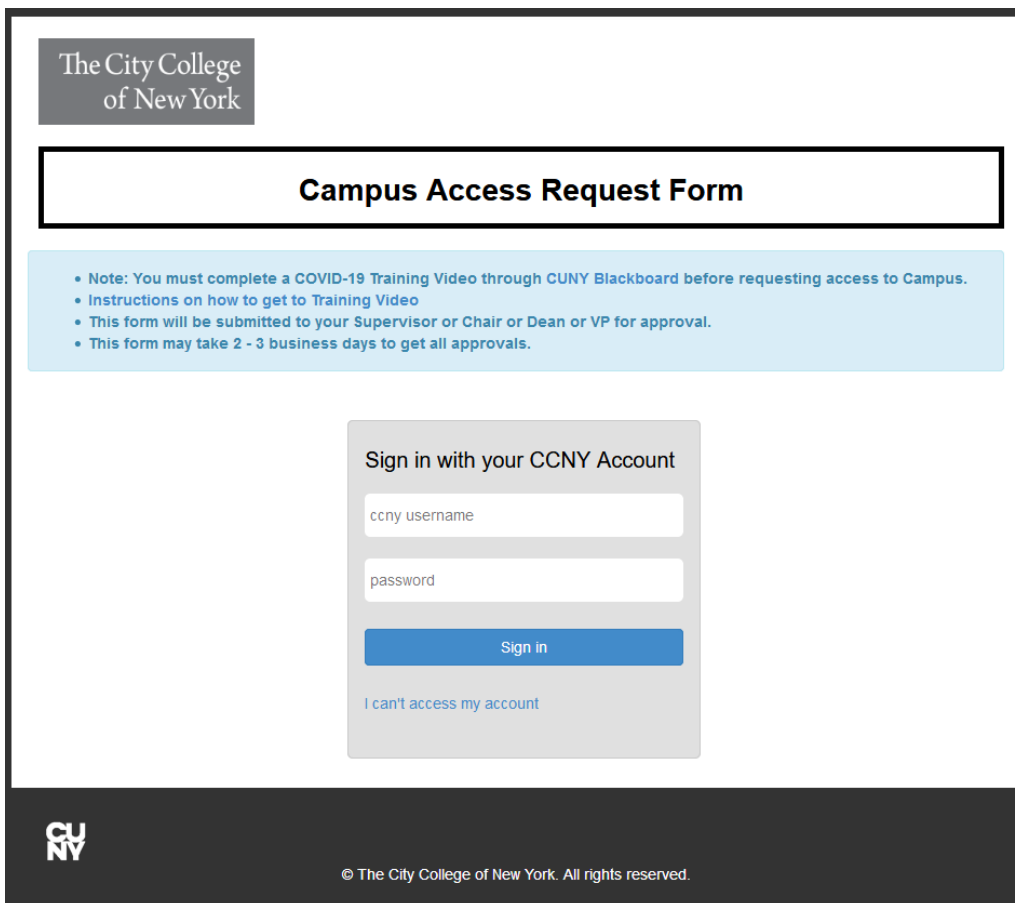


## Campus Access Request Form Instructions

1. Access the form by visiting this URL:

<https://portal.ccnycuny.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 address is [jdoe@ccny.cuny.edu](mailto:jdoe@ccny.cuny.edu), your user name is: jdoe.



The screenshot shows the login page for the Campus Access Request Form. At the top left is the logo for The City College of New York. The main heading is "Campus Access Request Form". Below this is a light blue box containing instructions: "Note: You must complete a COVID-19 Training Video through CUNY Blackboard before requesting access to Campus.", "Instructions on how to get to Training Video", "This form will be submitted to your Supervisor or Chair or Dean or VP for approval.", and "This form may take 2 - 3 business days to get all approvals." The central part of the page is a sign-in form titled "Sign in with your CCNY Account". It has two input fields: "ccny username" and "password". Below these is a blue "Sign in" button and a link that says "I can't access my account". At the bottom left is the CUNY logo, and at the bottom center is the copyright notice: "© The City College of New York. All rights reserved."

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:

**Requestor Information**

Provide all requested information. Requestor must provide a valid CCNY email address.

*First Name:	John	*Last Name:	Doe
*Email:	jdoe@ccny.cuny.edu	*Cell Phone:	<input type="text" value="Cell Phone"/>

- 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:

\*Access Type:

Select Access Type... ▼

Select Access Type...

1 Day Access

Semester

- 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:

\*Access Date:

Select a Date

**August 2020**

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					

- 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:

\*Building(s):  Room:

Select Building(s)...  
 Aaron Davis Hall  
 Administration Building  
 ALL Buildings  
 ASRC  
 Baskerville Hall  
 CDI  
 Compton & Goethals Hall

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

\*Business Reason:

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:

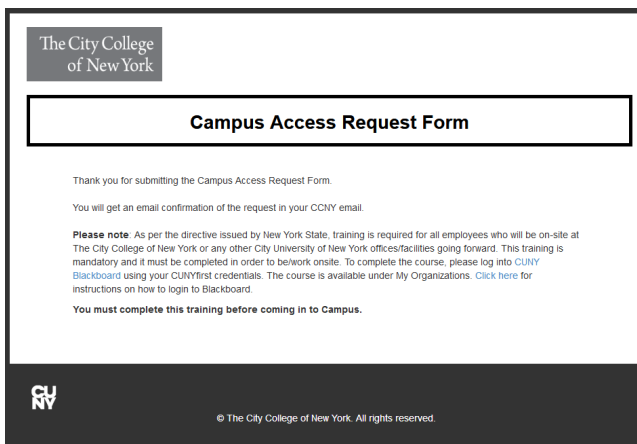
\*Supervisor, Chair, Dean or VP's Email:

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

\*Full Name:

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>