

ISAAC Access Request Instructions

Step 1 - Logging into the System

To renew ISAAC access or request ISAAC access for the first time through the online system, go to <http://isaacrequest.asu.edu>

- Log into the system with your ASURite and MyASU password

Step 2 - Setting Campus Default

If the system sets your default campus to Tempe, you will need to change it to Downtown Phoenix. *** If it defaults to Downtown Phoenix, you can move ahead to step 3 ***

- Under Current Default Settings click "Tempe" to bring up a campus selector dropdown box:

Current Profile	
Welcome Kathleen Robbins	
Logged in as:	kmrobbin
	User
Permission(s):	Signer
	Area Manager
Last Login:	01-10-13 15:51

Current Default Settings	
Campus:	Tempe
Update Profile	Log off

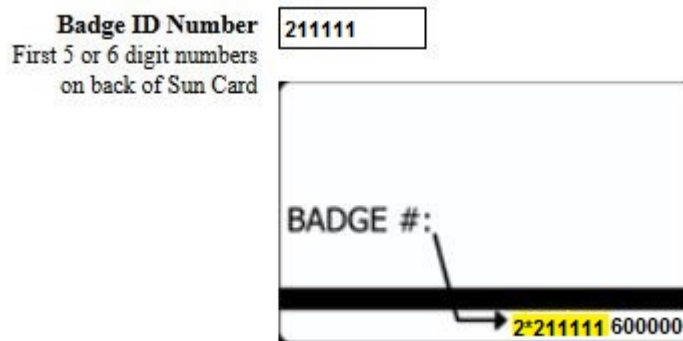
Set Default Campus	
Campus	<input type="text" value="Downtown Phoenix"/>
<input type="button" value="Set"/>	<input type="button" value="Clear"/>

- From the drop-down menu, select "Downtown Phoenix"; click "set"

Step 3 - Completing Your Profile Information

If you are using the online system to request access for the first time, you will need to complete your profile

- From the left-side menu, click "Update Profile"
- Most fields should auto-populate based on your ASU records with the exception of:
 - "Affiliated faculty"
 - *If you are a faculty member:* last name of your department's Executive Assistant
 - *If you are staff:* supervisors first & last name
 - *If you are a student worker/student:* supervisors first & last name
 - "Badge Number"
 - On the back of your Sun Card, there are two sets of numbers on the bottom right
 - Enter the 5 or 6 numbers to the RIGHT of the * located in the first set of numbers



Step 4 – Requesting Building and Room Access

Now that you have set your default campus and updated your profile information, you are ready to request access

- Click "Request" from the left-side menu
- Select "UCENT" building:
- Follow the instructions and review the information in Section I for accuracy

In Section II, select the doors you will need access to

- Doors are listed by department
 - Selected all doors you will need access to; some departments have multiple points of entry and selecting only one door will not grant access to entire suite/area
 - If you need afterhours access, select the box for elevator/building access for your respective school/center
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- Review access guidelines and agree to the guidelines by checking the box
 - Click "add"
 - Your request will be confirmed with a message that your request has been accepted

Step 5 – Request Approval and Status

Your request will be forwarded automatically to your school/center's designated ISAAC approver and then to BST for final review and processing. Once approved it will be entered into the ISAAC system

- You can check the status of your request by clicking "List Requests" at the top of the page