



University of South Australia

Creating a Building Access Application

Document History

Document Creator	Document Owner	Approval Date
Darren Fergusson	FMAssist	06/12/2017

Version Number	Update Date	Updated By	Brief Description of change
V0.01	13/11/2017	Darren Fergusson	Document creation
V1.01	6/12/2017	David Varga	Document finalised
V1.02	27/02/2020	Darren Fergusson	Update School/Div/Unit to Business Unit (E25)

Purpose

This document is intended to provide users with a guide on how to create a new building access request within the Appian system.

Commitment to Quality

FMU understands the importance of delivering quality outputs which meet and exceed customer needs and statutory requirements. FMU is committed to implementing and enhancing the activities impacting on its customers, including continuous review of these activities and processes.

How do I create a Building Access Request?

To create a new form, you will need to select the **'Actions'** menu option in the top bar of the Appian program.



Click the “**Building Access Request**” button.

News Tasks (1) Records Reports **Actions**

University of South Australia

All >
Starred ☆

APPLICATIONS

- Chancellery (1)
- Facilities (1)
- Finance (7)
- Human Resources (8)
- Research (4)
- Student (2)

- Apply for data storage** ☆
Apply for a data storage allocation
- Approval to Appoint – Non-Paid** ☆
Commence the process for a non-paid appointment
- Building access request** ☆
Request access to physical buildings and rooms by key or card
- Cashing in Long Service Leave** ☆
Apply to receive a payment in lieu of long service leave entitlement
- Casual contract request** ☆
Initiate a casual contract request for a casual staff member

Building Access Information

This form should be used by staff and students who wish to request access to University rooms or buildings.

Users

This is a multipurpose form that can be used to apply for the following requests:

- A new staff ID card
- A new or replacement office/door key for staff or students
- Electronic room/building access for staff or students
- Students requiring a new or replacement ID card need to contact Campus Central in person on any Campus

All applications for:

- Parking should be made through the FM Assist office at the campus where the parking is required
- Room bookings or hire of facilities should be made through the FM Assist office at the campus where the booking or function will occur

Conditions:

- Student access to areas outside of university public spaces expires on the date nominated or at the end of each year and will only be reinstated once a new request is submitted and approved.
- Requests for higher degree by research student access must be authorised by the student's supervisor and include a start and end date.
- All access cards and keys remain the property of UniSA, and must be returned in person to Security when leaving UniSA or relocating to another area.
- Any breach of conditions of issue may result in the cancellation of access.

Processing

- Once this form is submitted, it will be electronically forwarded to the appropriate approver/s for consideration. The approver may contact you to further discuss your application.
- Please allow 1 working day for any card/access applications to be processed and 4 working days for all key applications.
- You will be notified of the outcome of your application via an email.
- If you are receiving a new ID card or key, you will need to collect it from the Security office on campus. You will need to provide photo ID to be issued with your card or key.

Resources

UniSA Emergency Procedures
Academic calendars - Census dates

Contacts

Campus Security
Internal telephone: Ext 88888
External telephone: 1800 500 911
Please refer to the Campus Security contact page for details of your nearest Campus Security Office
Campus Security contact

CONTINUE

Read the Condition of Use

Click “**Continue**” to open the application.

Step 1 Select the category you are lodging the form on behalf of.

Building Access Request

Please complete the appropriate University of South Australia (UniSA) building access request requirements below:

Are you lodging on behalf of?

- Yourself
- Other staff members
- Students
- Non University members

The applicants name, ID, Org code and card status will auto populate for staff and students.

- Up to 10 people can be listed on each application. When more than one person is listed on the application each person will receive identical Access as requested in the application.
- Please use an EDI spreadsheet for requests greater than 10 people. Contact security on your campus to discuss the process for lodging an EDI application.

Are you lodging on behalf of?

Yourself
 Other staff members
 Students
 Non University members

To add more than one staff member, please click +Add Staff

Staff member	Id	Org2 Code	Card status
Mr Craig Bartlam ✕	022002	FMU	Active

+Add Staff

NB: Staff and students must have a University email account to lodge an application using the ‘Yourself’, ‘Other Staff Members’ or ‘Student’ option. If the individual you are creating building access for does not have a university email then you must use the ‘Non University Members’ option.

“Non-University Members” are generally for those persons who are not staff or students. This is a free text field which does not auto populate.

Please remember that when the ‘Non-University Member’ field is used, the individual who you are requesting access for will need to complete the contractor induction before an access card can be created. The contractor induction module is required to be renewed annually.

Contractor induction link: <http://w3.unisa.edu.au/facilities/contractors/ci.asp>

Step 2 Complete the details in the “Access Details” Section.

Access Details

Summary

Campus	Location	Date(s)	Access Hours	Access Type	Times	Status
No access details entered - please complete the below fields and add to the list						

* Campus
 * Access Hours

* Building
 Level
 Room

* Access Group
 * Access Type

* Approver

* Start Date
 End Date

Information list of campus buildings and rooms, click [here](#)

All compulsory fields are marked with an asterisk.

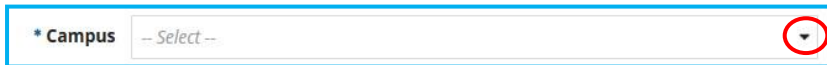
Several access areas can be requested within the same application. This is done by firstly completing each access item by clicking the “Add Access Details” complete the request and then replicate the process to add each subsequent item.

Each access request can include access across multiple campuses.

Field Descriptions

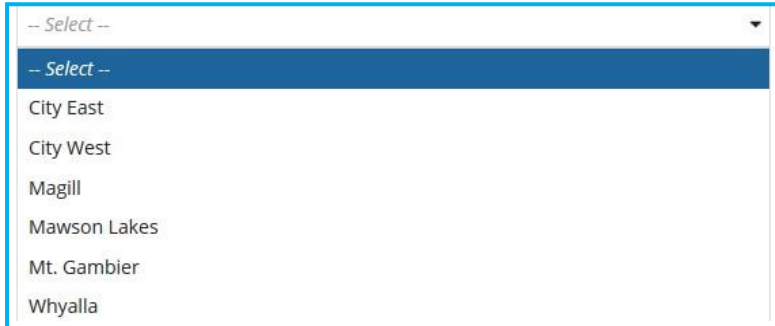
Campus

Click on the arrow to open the drop-down box.



* Campus -- Select --

Select appropriate



-- Select --
-- Select --
City East
City West
Magill
Mawson Lakes
Mt. Gambier
Whyalla

Building Type into the field the desired building. Hover the mouse over the (?) mark for an example.



* Building ?

Level Type into the field the desired building level number. Hover the mouse over the (?) mark for an example.

Room Type into the field the desired room number. Hover the mouse over the (?) mark for an example.

Start

Date Type in the start date or use the calendar function to select a date.

End

Date Type in the end date if known or use the calendar function to select a date.

Access

Hours Click on the arrow to open the drop-down box. Hover the mouse over the (?) mark for an example.



* Access Hours ? -- Select --

Select the appropriate access hours



-- Select --
-- Select --
Business Hours
24 hours a day, 7 days a week
Custom

Access Type	Description
Business hours	0800 hrs to 1800 hrs
24 hours a day, 7 days a week	24/7
Custom	Type in the hours required

* Access Hours ? Custom

* Start Time ? 00:00 - 23:59

* Finish Time ? 00:00 - 23:59

Access Group Type in the access group if known.

Access Type Click on the arrow to open the drop-down box.

-- Select --

Electronic only

Key only

Both electronic and key

Select the appropriate Access mode. **Note:** If unsure please select 'Electronic only'.

Approver Type the Approver's name in the field. A search for the name will locate the Approvers details and homepage. **NB:** Refer to Business Unit Administration for Approvers to ensure you have the correct Approver for the area requested on the application.

Access Details

Summary
Select the appropriate access details item for editing or removal as required.

<input type="checkbox"/>	Campus	Location	Date(s)	Access Hours	Access Type	Times	Status
<input type="checkbox"/>	Magill	Building: h Level: 1 Room: 15	09/11/2017	Business Hours	Electronic only	08:00 18:00	New

Campus -- Select --

Building

Level

Room

Information list of campus buildings and rooms. [click here](#)

Start Date

End Date

Access Hours -- Select --

Access Group

Access Type -- Select --

Approver

Additional Comments Type in this field any additional communications to Approvers or Security. This is a free form field that can be used for any information that relates to the application e.g. notifying the Approver that the Lab Induction has been completed when applying for Lab Access.

NB:

Business Units are responsible for advising Security who the access ‘Approver’ is for each area. It is essential that Business Units advise Security of any changes to their list of access ‘Approvers’ as soon as possible.

Step 3 Read and tick all boxes in the declaration if agreeing to the conditions of the application.

Declaration and Submission

In submitting this form I:

- I have read and fully understand the conditions for lodgement of this application.
- I acknowledge that the University will assess this application in accordance with the relevant University and federal government policies (as detailed in the introduction page of this form) and will advise me of my responsibilities in relation to this application and my studies at UniSA (if applicable) when this assessment has been completed.
- I accept responsibility for the University access (card/key) issued to me and agree to abide by all conditions as set out in the introduction page of this form.

DISCARD REQUEST

SUBMIT FOR APPROVAL

Click the “**Submit for Approval**” button.

NB: All physical keys are required to be collected at the campus Security office on the same campus where the secured area is located.

Once the application has been submitted for approval, the application will be forwarded to the nominated Approver(s) you have selected for each access item on the form. The application will await the Approver’s acceptance/decline for a maximum of 5 business days. After this, the application will be returned to the requester for allocation to an alternate Approver.

Confirmation of Application

The requester will receive an email stating the progress of the application at each stage from creation through to completion or cancellation.

Figure 1: Initial email sent to requester upon completion of the application.

Your Building Access Request has been submitted.

This record can be tracked using the link below:
[Building Access Request 18895](#)

Comment from Darren Fergusson:
 Test

Staff requiring access are:
 Ray Phillips

Areas for building access are:

Campus	Location	Access Hours	Approver	Status	Key Status
City East	Building: centenary	Business Hours	Darren Fergusson	Pending Approval	

For further assistance with this request, please contact [FM Assist](#)

Online Administration with Appian

Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store.

The requester can click on the “**Building Access Request**” number in the email (above) to open the application details and track its progress at any stage by expanding out the ‘Process Activity History’ section.

Figure 2: ‘Process Activity History’ activity log

Process Activity History				
Completed by	Comment	Task	Action	Date and Time
David Varga		Security Process Building Access Request	Completed	06 Nov 2017 10:49 AM
David Varga		Security Process Building Access Request	Completed	06 Nov 2017 10:49 AM
Steve Parashos	I approve access	Approve Building Access Request	Approve	06 Nov 2017 10:48 AM
David Varga		Approve Building Access Request	Approve	06 Nov 2017 10:47 AM
Darren Fergusson		Complete and Submit Building Access Request	Submit	06 Nov 2017 10:46 AM

NOTE: When a requester is applying for access on behalf of another. The person(s) whom access is requested for, will not receive confirmation of any building access changes via email. It is up to the requestor to communicate this to any end users at an appropriate time.