

Gaining Building Access

In order to gain access to our building, the Research Administration Building (RAB), a BuzzCard pre-programmed to grant such access is necessary. Between the hours of 7:00AM and 7:00PM all that is required is such a pre-programmed BuzzCard. Swiping the card on the reader will automatically unlock the given door. A very loud “click” will be heard indicating that it’s been unlocked. The door will then remain unlocked for a few seconds giving you time to open it and enter the building.

During the off hours, from 7:00PM to 7:00AM, after your BuzzCard has been swiped, the system will display a blinking green light and require the entry of your own personal code, followed by the pound (#) sign. This code is made up of any combination of 4 numbers. As with computer passwords and other campus security PIN’s, this number should never be shared.

The links below point to instructions within this document for the different scenarios one may need to address when attempting to establish or re-establish access to the RAB.

[Obtaining Initial BuzzCard RAB Access](#) → New GTRC/OSP employees

[Resetting a BuzzCard’s PIN](#) → Existing GTRC/OSP employees

[Replacing a Damaged BuzzCard](#) → Existing GTRC/OSP employees

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Obtaining Initial BuzzCard RAB Access

OHR

If the person requiring access to the RAB is a new employee to Georgia Tech, they will need to make sure they have been entered into the campus' PeopleSoft system by OHR. Once they have been entered, they will have been assigned a campus-wide E-Mail address and will be able to obtain a BuzzCard.

If the person is either an existing Georgia Tech employee or a new hire who has already been entered into PeopleSoft, the OHR step will not be necessary, as it has already taken place.

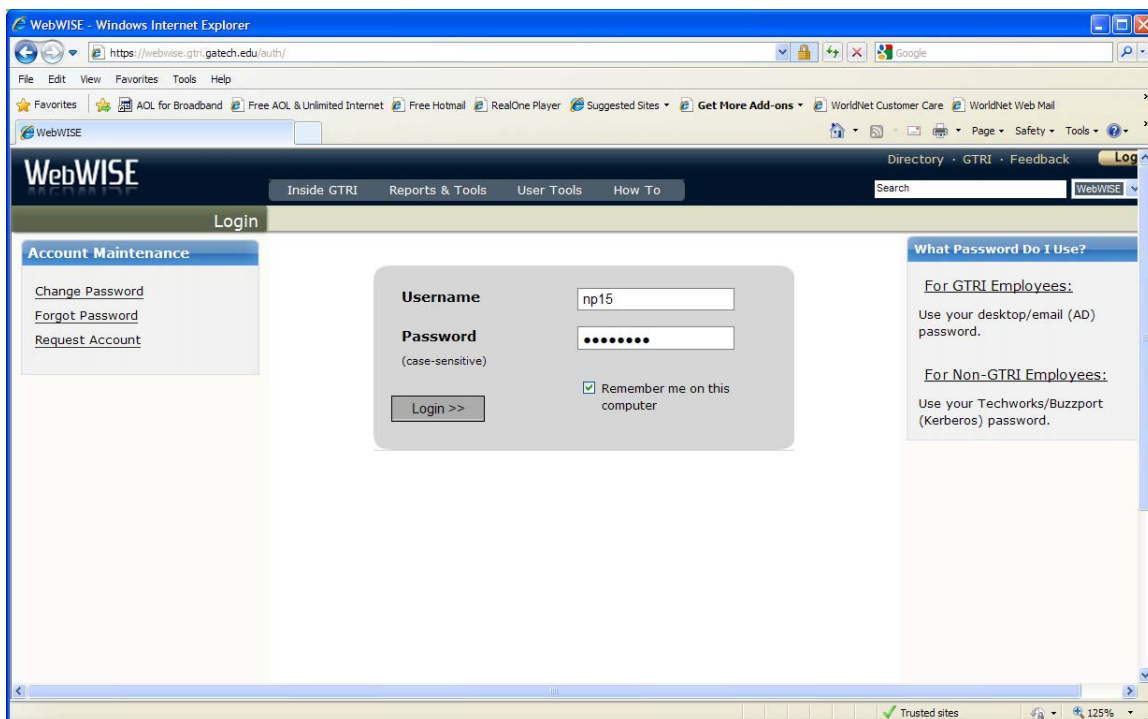
The individual must have Webwise access granted by GTRI.

Badge Request

The requestor must login to the Webwise system at the following URL:

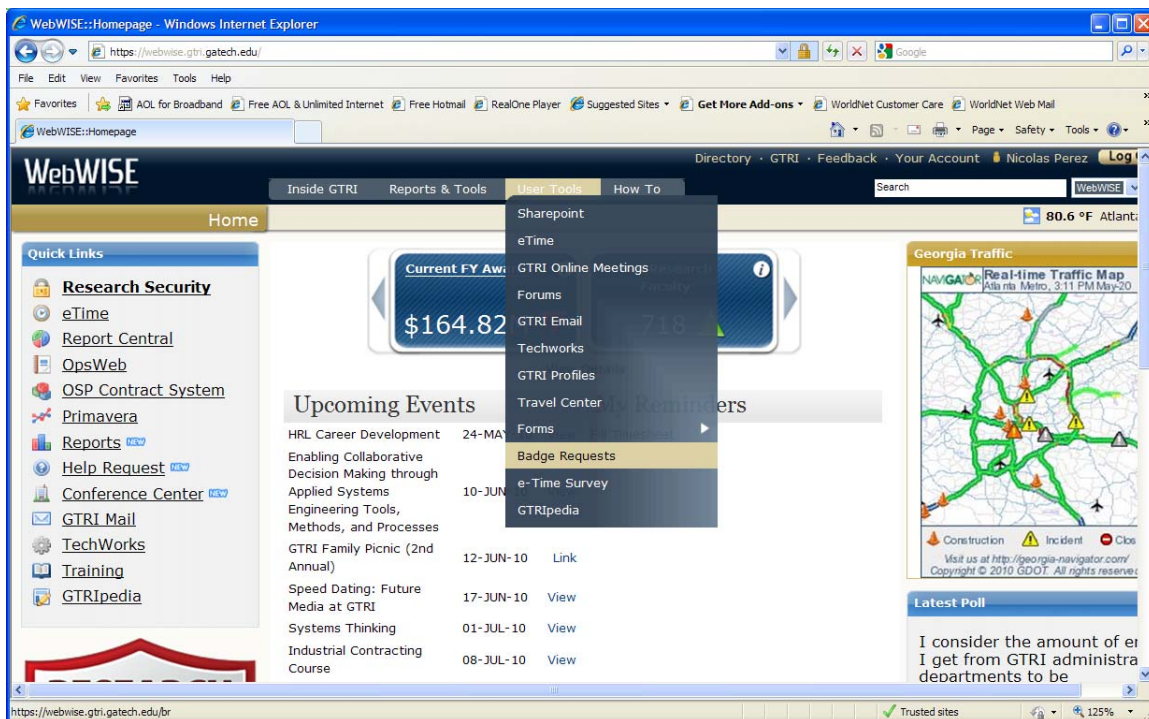
<https://webwise.gtri.gatech.edu> or simply webwise.gtri.gatech.edu

The Webwise login page will display:

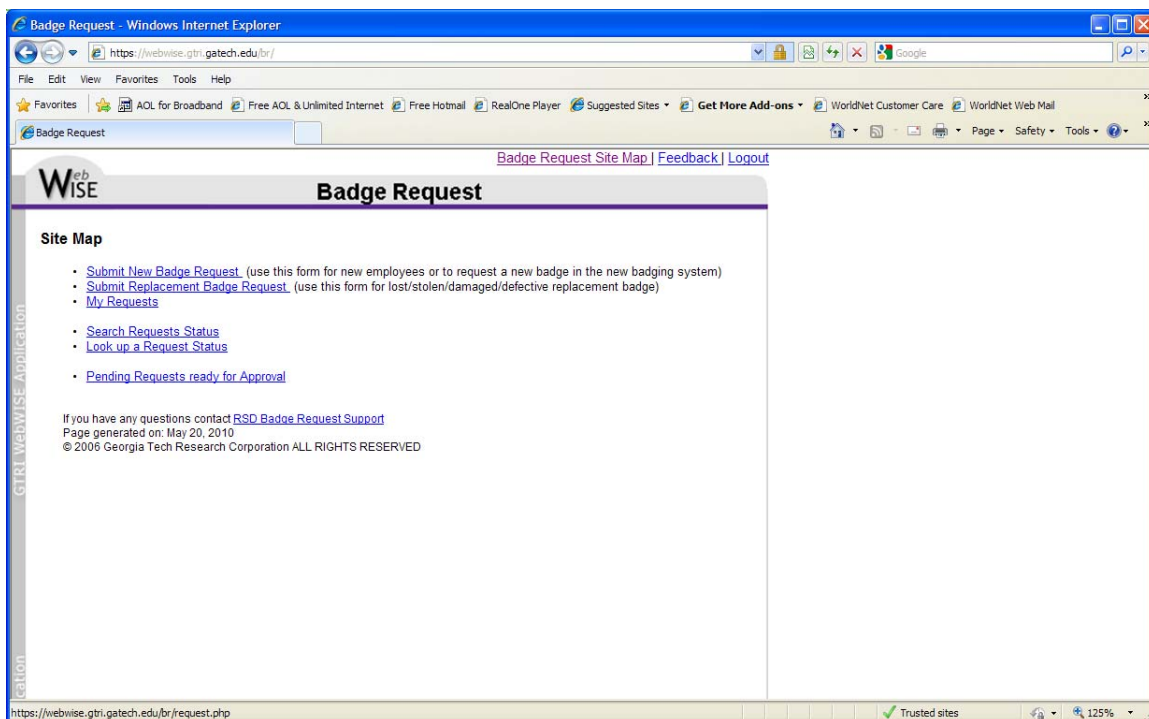


Here you will need to enter your campus-wide user ID and password. Once logged in the main menu will display, from which you select "Badge Requests" from under the "User Tools" menu.

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Doing so will display the main Badge Request page from which you would select the “Submit New Badge Request” option.



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This selection will display the following form which will need to be filled out with your particular information. Once the form is filled out, pick the **[Submit Badge Request]** form. Please be sure to select either *Nicolas Perez* or *Duane Hutchison* as the “Approval Department/Lab Authorized”. Selecting someone else who may not know you will delay the process as they, in turn, will call one of us to confirm that you are really one of our employees and have a need to access our building.

If selecting the four digit PIN for the first time or changing it, select the “New Pin” button. This will open a box in which the desired code may be entered. If reusing an existing pin, select the “Keep Old PIN” button.

Once the form is submitted, you may logoff Webwise.

The screenshot shows a web browser window titled "Badge Request - Windows Internet Explorer" with the URL "https://webwise.gtri.gatech.edu/br/request.php". The page header includes the "Web WISE" logo and the title "Badge Request". Navigation links for "Badge Request Site Map", "Feedback", and "Logout" are present. The main content area is titled "Request for Building Access" and contains the following fields and options:

- Official Full Name:** Nicolas F. Perez
- Dept / Lab / Company Name:** GTRC
- GIT Number:** 900285396
- Place of Birth:** Havana, Cub
- Date of Birth:** 09/17/1959
- Work Phone:** 404/894-1657
- Home Phone:** 770-555-1212
- Emergency Contact:** Christina Perez
- Emergency Phone:** 404-555-1213
- Height (in inches):** [Empty field]
- Weight:** [Empty field]
- Hair Color:** [Empty field]
- Eye Color:** [Empty field]
- Reason:** New Employee New Badging System
- Citizenship:** US Citizen Permanent Resident of the US Foreign National Country
- Explain Why Access Is Required (Contractors indicate the type of services being provided):** My office is located in the RAB and I need access to all its doors.
- Affiliation:** Georgia Tech Research Institute (GTRI) Employee Georgia Institute of Technology (GIT) Employee / Student Long Term Visitor (Contractor, Sponsor, Visiting Faculty / Staff, Visiting Scholar)
- Keep Existing Building Accesses:** Yes No
- Is After-Hours Access required (5 PM - 8 AM)?** Yes No
- Reason for Access:** Necessary to perform job duties
- Approval: Department / Lab Authorized:** Nicolas F. Perez
- PIN Number Four Numeric Digits:** New Pin Keep Old Pin
- Comments for Approver:** [Empty text area]

At the bottom of the form are two buttons: "Submit Badge Request" and "Cancel". The browser's status bar at the bottom indicates "Trusted sites" and a zoom level of 125%.

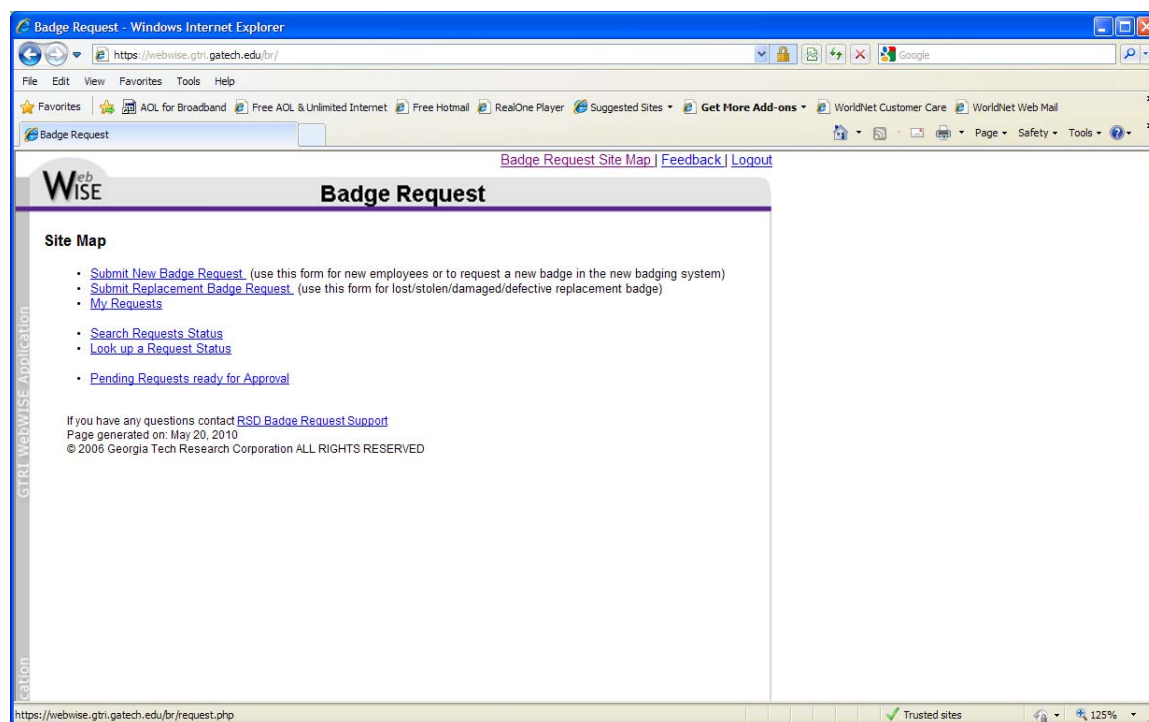
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Approvals

At this point an e-mail will be generated and sent to the individual you selected as the approver (either Duane or Nick). They, in turn, will approve the request. Once the request is submitted, an e-mail will be sent back to you with a 4 digit ID number which can be used to check on the status of the badge.

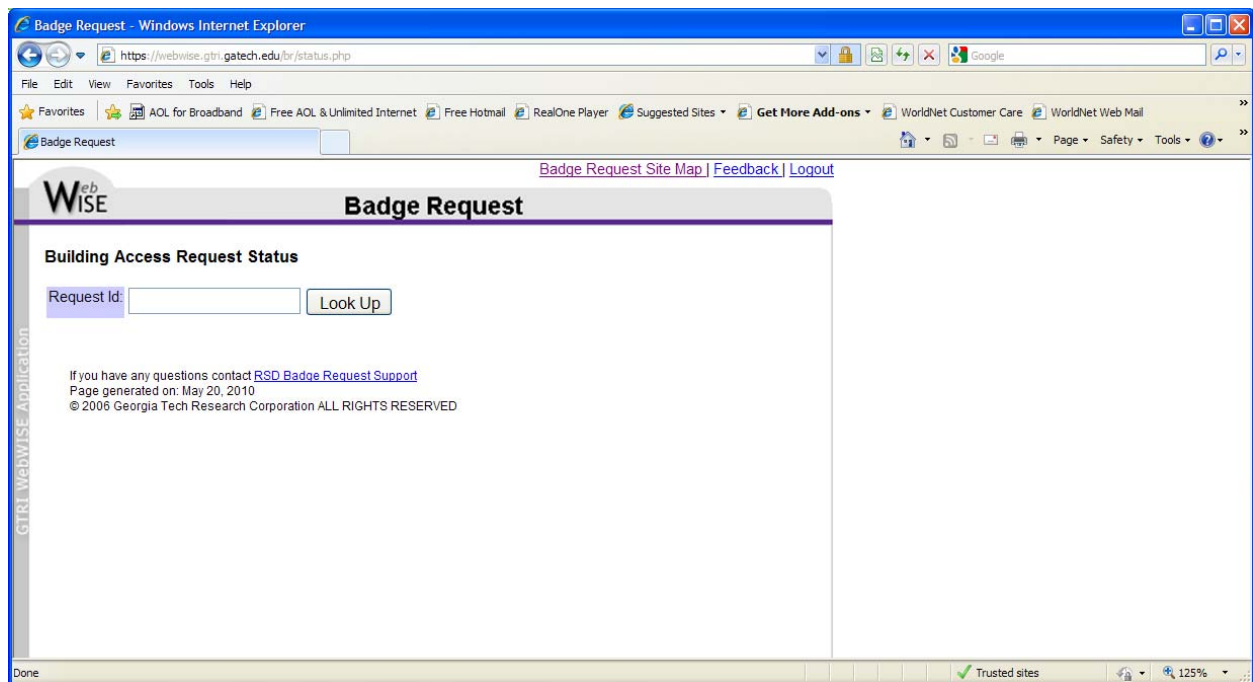
After either Nick or Duane approves the request, it is then passed on to the GTRI Command Center. Once they add their approval the requestor will receive an e-mail stating that they have been approved.

The Requestor then goes back into Webwise and pull up the Webwise Badge Request page once more:



They would then select the “Look up a Request Status” option, displaying the following page:

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Here the requestor will enter the four digit ID they were assigned from the e-mail previously received from the Command Center and pull up the status of the request. Select the option to print a receipt, and print it.

Getting Your BuzzCard

Take the receipt to the BuzzCard center. Once there, provide the receipt and ask for a GTRI BuzzCard badge. If the requestor already has a standard BuzzCard, they will need to exchange it for a GTRI BuzzCard. The GTRI version is different from a standard BuzzCard. Be sure to take some ID such as a driver's license.

Granting Your BuzzCard Access

Once the BuzzCard is granted, proceed to the Command Center, currently located on the first floor of the Centennial Research Building (CRB), between the hours of 7:30 AM and 3:30 PM. Ask for Xavier Bryant. The requestor will need to provide Xavier with proof of citizenship, so be prepared to do that. The RAB is a secured building and, as such, US citizenship is required in order to be granted access to it. Xavier will then program the system with the BuzzCard's number, grant it access to the RAB's doors and share some simple rules on using the badge with the requestor.

At this point the BuzzCard should be fully operational. If issues are encountered they should be reported back to Xavier Bryant.

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Resetting a BuzzCard's PIN

Since the four digit PIN is necessary in order to enter the building between the hours of 7:00 PM and 7:00 AM, it is important that it be readily known. In the case where a staff member forgets their PIN, they should call the Command Center at either 7-6937 or 4-7325 and ask to have their PIN reset. The requestor will be asked several questions such as their date of birth or GTID in order to establish their identity. After this requirement is satisfied, the PIN will be reset.

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Replacing a Damaged BuzzCard

Check to See if it is Programmed

Should your BuzzCard stop working, the first thing you want to do is to call the Command Center at either 7-6937 or 4-7325 and have them check their system to make sure that it is properly programmed to access the building. If the BuzzCard is not properly programmed, they'll either reprogram the card after asking several questions to confirm your identification, or they may ask you to make the request in person so that you may provide further identification.

If the card is properly programmed, the BuzzCard in question is damaged and a replacement will need to be issued.

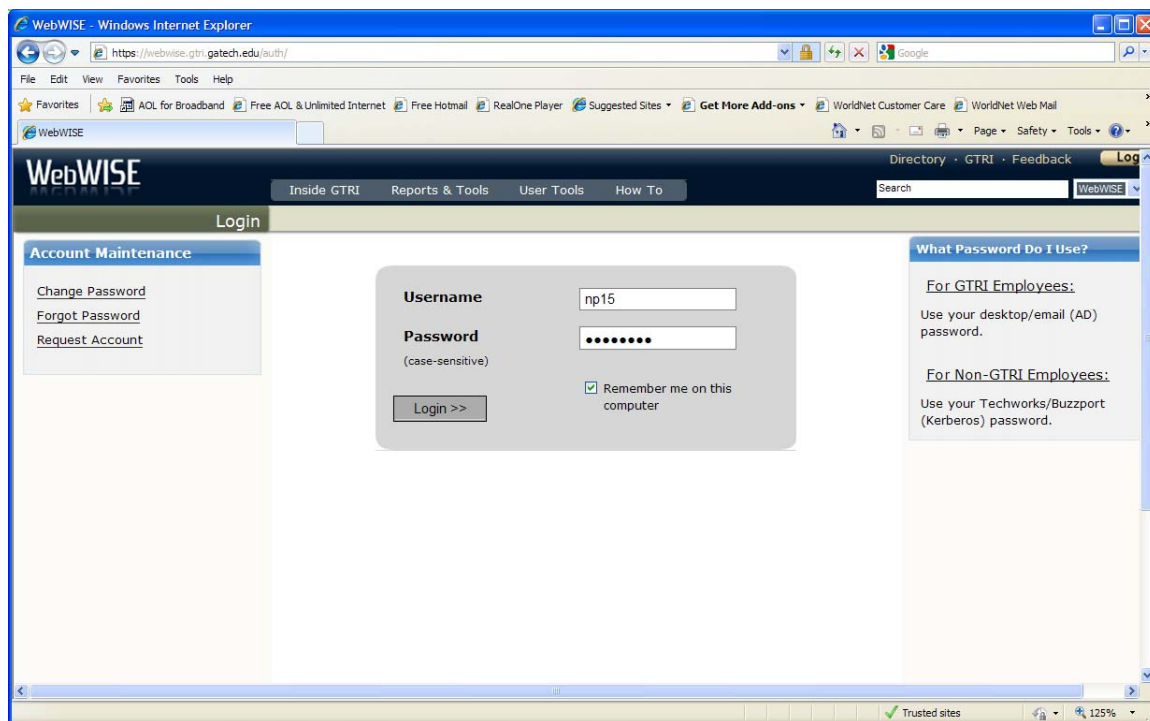
Requesting a Replacement from GTRI

The first step in having a BuzzCard replaced is to petition for the replacement in Webwise.

The requestor must login to the Webwise system at the following URL:

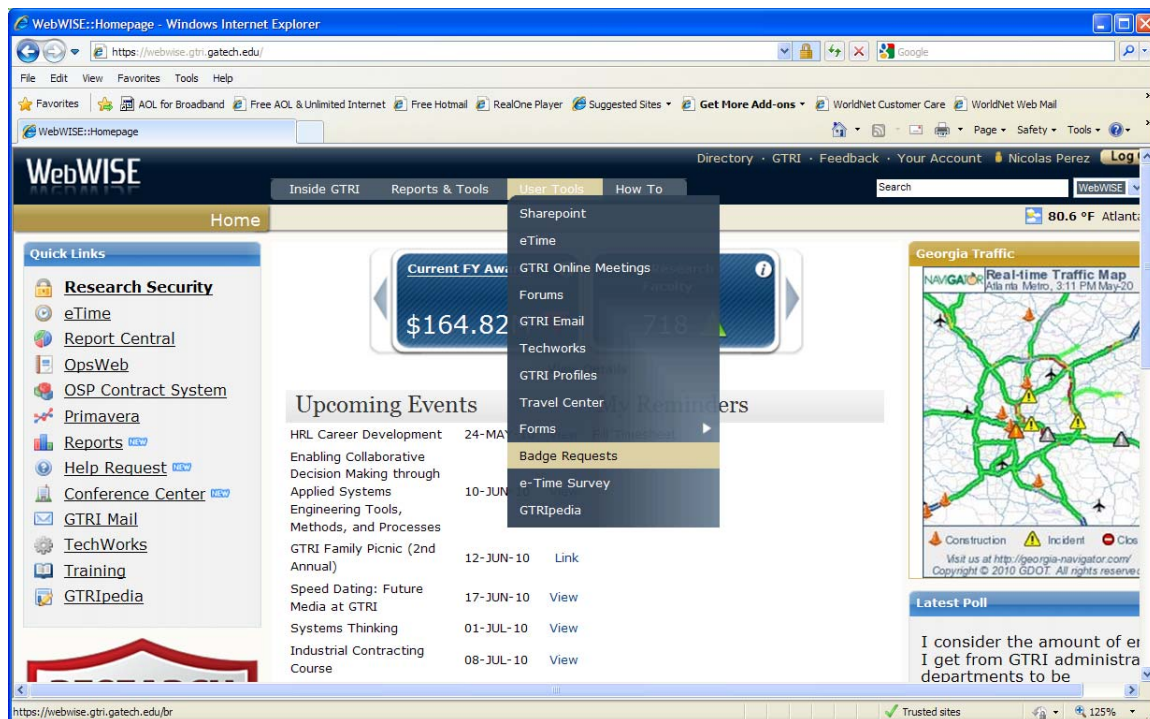
<https://webwise.gtri.gatech.edu> or simply webwise.gtri.gatech.edu

The Webwise login page will display:



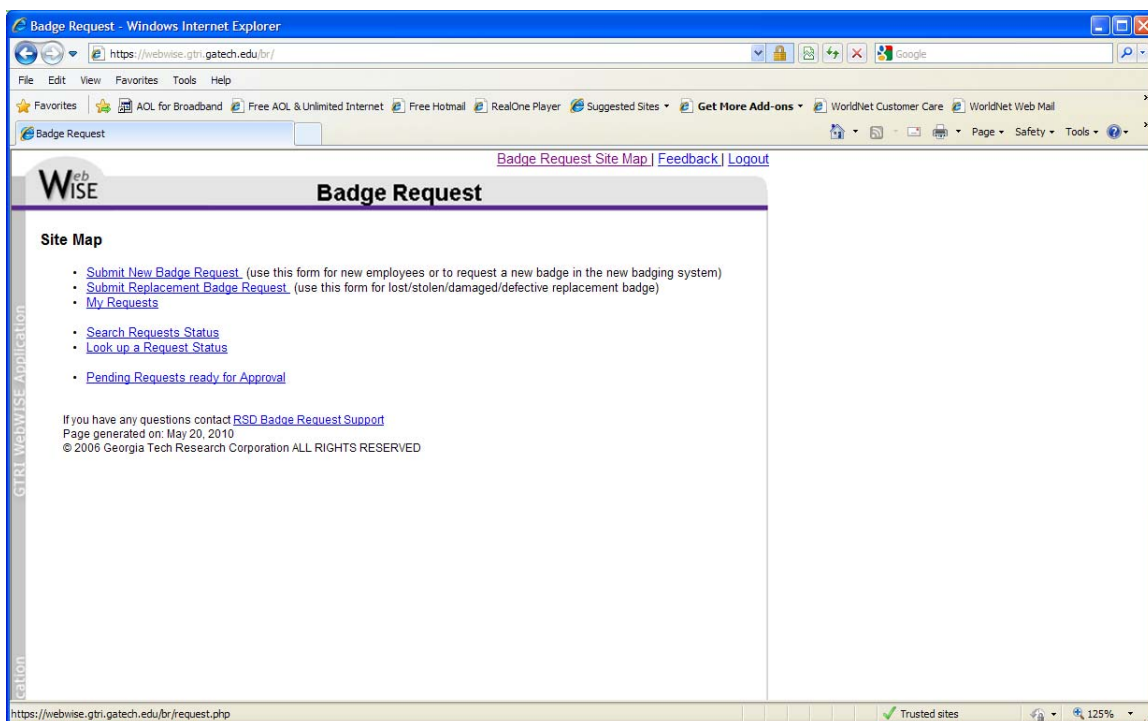
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Here you will need to enter your campus-wide user ID and password. Once logged in the main menu will display, from which you select “Badge Requests” from under the “User Tools” menu.

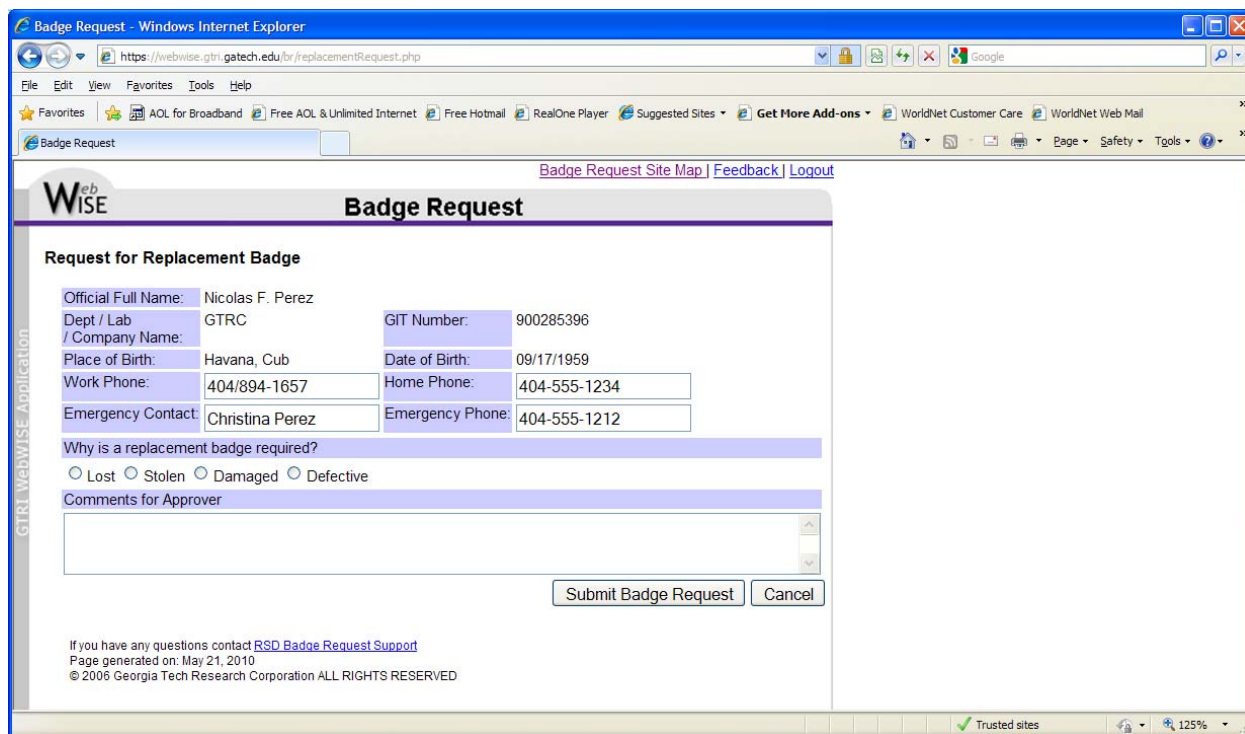


Doing so will display the main Badge Request page from which you would select the “Submit Replacement Badge Request” option.

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The following form will display. Confirm that the information listed is accurate, select the “Defective” option and submit the form using the “Submit Badge Request” button.



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After the Command Center approves the request, you will receive an e-mail acknowledging the approval, with a link to a receipt. Follow the link, display the receipt and print it.

Getting the Replacement BuzzCard

The next step in the process is to proceed to the BuzzCard office and present the receipt. A new BuzzCard will be printed and issued to you.

Activating the Replacement BuzzCard

The last step in the process is to take the BuzzCard to the Command Center currently located on the first floor of the Centennial Research Building (CRB), between the hours of 7:30 AM and 3:30 PM. Ask for Xavier Bryant. Xavier will then program the system with the BuzzCard's number and grant it access to the RAB's

At this point the replacement BuzzCard should be fully operational. If issues are encountered they should be reported back to Xavier Bryant.