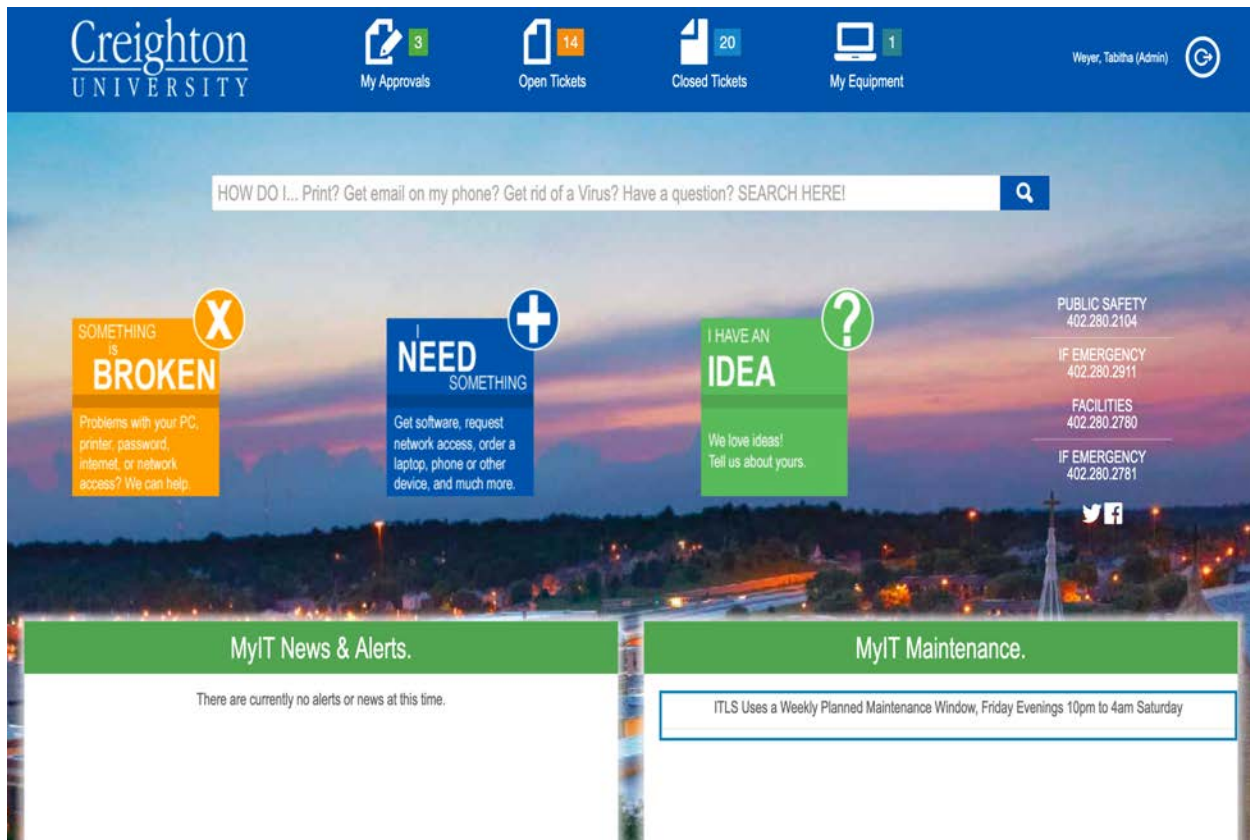
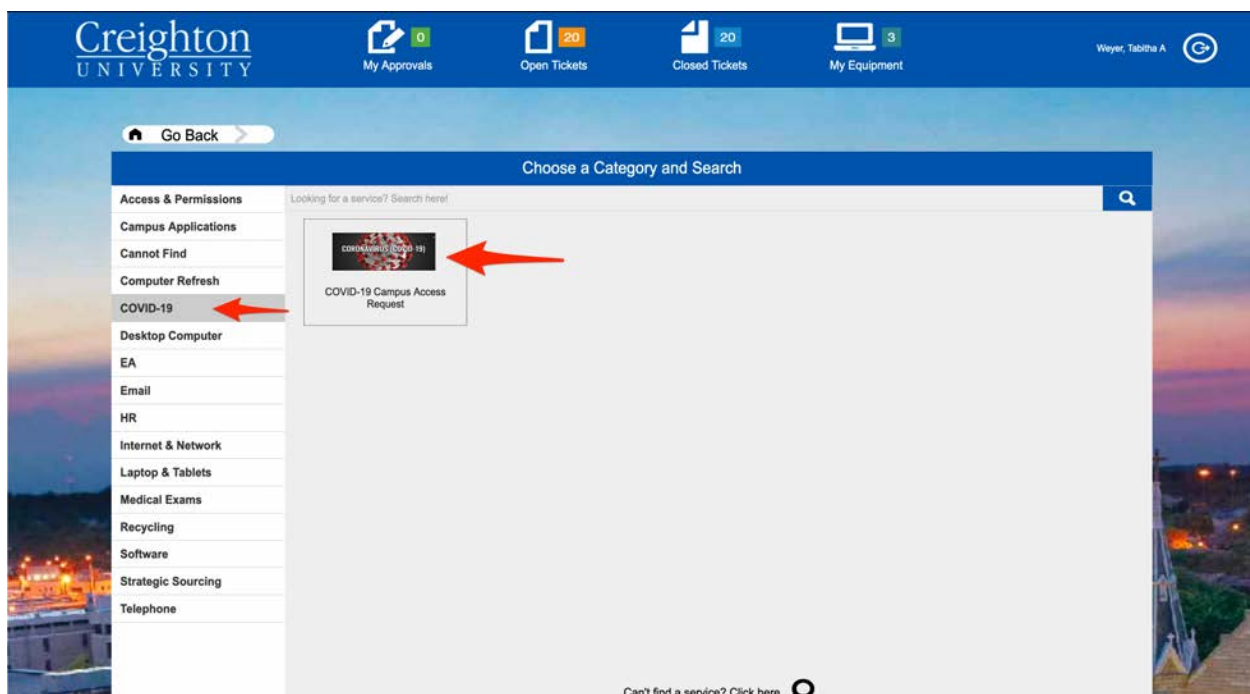


1. Go to myit.creighton.edu, and select "I Need Something."



2. Click on COVID-19 Campus Access Request.



3. Fill out the questionnaire.

COVID-19 Campus Access Request

Creighton University's campus is currently closed to all faculty, staff, students and visitors, except those identified as mission critical. For those seeking individual or group access to campus, please complete the following form. It will be routed to your supervisor and unit leader for preliminary approval. If they approve, your request will be routed to Creighton's Critical Incident Response Team (CIRT) for final approval. CIRT typically responds to all requests within 3-5 business days.

Individuals approved to be on campus must follow public health guidelines, including wearing a face covering or mask, maintaining 6-foot social distancing, and practicing good hand hygiene.

Creighton affiliate needing access: *

Weyer, Tabitha (Admin)



If any employees on your list are currently furloughed, please indicate their names below and contact Human Resources.

Vendor, Contractor, 3rd Party or furloughed employees
(please provide the name of the vendor and the person):

Building Name and Room Number: *

Please if you are going to stagger employees, submit a separate request for each schedule requested.

Start Date and Time of Access:

*

End Date and Time of Access:

Demonstrate that this request is academic-critical or business-critical *
and provide a rationale for needing to perform this task/activity on campus:

B I U S x₂ x² A T I 

Ok

Cancel

4. Type in the name of your supervisor or department chair, select from the list presented and click OK.
5. Your supervisor or department chair will receive an email. (*Supervisors and department chairs, you will need to click on the blue button in the email to access a service apps screen.*)

COVID-19 Building Access Request SB_SR069025 Requires Your Approval



noreply@creighton.edu <noreply@creighton.edu>
To: Weyer, Tabitha A

Today at 8:34 AM

Attachments

Manage Add-ins...

COVID-19 Building Access Request

The following request for COVID-19 Building Access requires your approval. Please click the link below to access the Approve/Reject app for this request. Your prompt response is greatly appreciated.

[Click here to Accept/Reject](#)

Reference #: SB_SR069025
Create Date: 5/20/2020 8:28:57 am (UTC - 5)
Recipient: Weyer, Tabitha A
Requester: Weyer, Tabitha (Admin)

Request Details:

need chair

myIT Service Desk
Phone: 402-280-1111 or 800-329-1011
Web: <http://myit.creighton.edu>

- Supervisors and department chairs can accept or reject the request. Approved requests must be sent on to the appropriate VP or dean; a listing is available in a drop-down menu.

Creighton UNIVERSITY My Approvals 1

COVID-19 Building Access Requests

Ticket Number:	SB_SR069025
Recipient:	Weyer, Tabitha A
Access Requested To:	og
Date Of Access	05/21/2020
Start and End Time	1-2
Director Approver	Weyer, Tabitha (Admin)
VP Approver	
President's Office Approver	
Reason:	need chair

[Accept](#) [Reject](#)

- The VP or dean will receive an email, requiring the same steps. If they approve, they must send the request on to Creighton's Critical Incident Response Team (CIRT). CIRT will respond to requests in 3 to 5 business days.

Accept

COVID-19 President's Office Approver: *

[Ok](#) [Cancel](#)

- After all approvals are met, an email will be sent to Card Services to allow access, and a confirmation email will be sent to the person requesting access, their

supervisor/department chair, Human Resources, Public Safety and the approving VP or dean.