ICTAS Access Approval Process  
(Revised August 2013)

Following are instructions for approvers for the ICTAS Request for Access program. You may link to the program at https://ictasaccess.stl.vt.edu/.

NOTE: Each individual must submit their own requests or they will not be processed.

Advantages to this system

1. Satisfies FERPA requirements
2. Eliminates the need for signed/printed paper forms
3. Allows for remote approval
4. Expedites the process
5. Provides a means of giving access only for a designated amount of time versus open-ended
6. Gives ICTAS facilities all the needed information without the need for multiple emails

Instructions for approvers

The following information is intended for those in ICTAS facilities responsible for approving access for your designated spaces.

Those of you who are designated approvers will get the following message. Again, everyone listed as an approver in your designated space will get the notice, but you will approve only those under your direct supervision:

Access Request for your approval
ICTAS Access Request Admin <proposal_approval_support@stl.vt.edu>
sent: Tue 7/31/2012 2:18 PM
to: proposal_approval_support@stl.vt.edu;

A request for access to Administration is pending your approval.

Please go to https://ictasaccess.stl.vt.edu to approve

This email has been system generated. Please do not respond.

Follow the link as indicated. You will be taken to this page:
Log in using your Virginia Tech PID (this is the PID and password you use to access Scholar, submit leave reports, look at paystubs, etc.; this is not necessarily the same as your Outlook login/password). You will be taken to another screen which will show the requests pending your group’s approval. (Again, all individuals designated as an approver for that particular space will get the email. Therefore, if there are multiple approvers for a particular space, you will approve only those individuals under your direct supervision.) An example follows:

You will see ONLY requests for your particular lab, but there may be multiple approvers. If you have requests under your supervision, click on “review” to open the form. It will look like the following:
From here, you will need to do the following:

1. Go to the “Building Group Approval” Section
2. Check to approve
a. IMPORTANT: Please read the responsibility statement which says, “By approving this access request, I assume responsibility for the health and safety of the individual acquiring access. This responsibility includes providing adequate program-specific training and personal protective equipment specific to the task(s) being performed.”

b. Enter anticipated departure date. (required)

c. Complete whether requester is paid, getting credit or volunteering (required)

d. Note: if requesting access for a volunteer, contact ICTASBLD@vt.edu to complete the required volunteer form

3. Or check the “decline” option to decline

   a. There is a text box to list the reason for the decline if you do not wish to grant access

4. IMPORTANT: It may take up to 2-business days after you approve access before the person’s card will be activated.

Your approved request will automatically be sent to the ICTAS Facilities staff for final approval and processing. As previously noted, please allow up to two business days after the PI approval for the request to be processed by the ICTAS Facilities staff. An automatic email will be generated letting both the PI(s) as well as the requester know the status of their request.