ICTAS Request for Access Process

ICTAS uses an online request system to manage building access. This is an automated request for access process routed through a secured server, allowing for both efficiency and assurance of privacy. Anyone requiring access to any ICTAS facility will need to go to the following address to complete and submit their own requests for access:

https://ictasaccess.stl.vt.edu/

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

Instructions for requesters

The following information is intended for anyone requesting access to any of the ICTAS managed facilities, including:

- ICTAS I on Stanger Street
- ICTAS II – Life Sciences Corridor
- ICTAS@CRC located at 1991 Kraft Drive in the Corporate Research Center

When following the request for access link (https://ictasaccess.stl.vt.edu/), you will be taken to the following screen:

Log in using your Virginia Tech PID (this is your official VT PID; aliases will not work. Your VT PID and password is the one you use to access Scholar, Hokie Spa, My VT, etc.). You will be taken to the following screen:
From here, you will need to do the following:

1. Last Name/First Name: Insert your name; last name, first name.
2. Hokie Passport #: Insert your Hokie Passport NUMBER; ex: 9123-45678
3. Email address: Automatically filled in upon login
4. Address: For students, this is your local address; for faculty/staff, this is your campus address
5. Phone number: For students, this is your local or personal phone number; for faculty/staff, this is your campus number
6. University status: Please indicate your current status.
   a. IMPORTANT NOTE: A requester is a volunteer if
      i. The requester is not being paid salary or wages
      ii. And is not currently enrolled for credit in the space in which they are requesting access
7. PI/Supervisor: There is a drop down menu that includes the primary PIs who oversee labs in ICTAS buildings. If your PI/Supervisor is not included in the drop down menu, please choose “other” and type in the supervisor’s name.

8. Access Type: Indicated desk space required or access only
   a. If you currently have access and are assigned desk space either in a lab or shared student office, please go to the notes section and indicate the desk number where you are currently sitting so that we may ensure our current space assignments are correct
   b. If you are a new student, please verify with your supervisor as to if you will require desk space and then click the appropriate choice. If desk space is required, ICTAS facilities will work with the supervisor to assign a space for you. IMPORTANT: Do not take a desk until you have been notified of your assignment. Also, ICTAS policy is to assign desk space in the lab where feasible prior to assigning space in another area in the facility.
   c. If you have desk space elsewhere on campus, you should check “access only” as the access type.

9. Select the building which you wish to access from the drop down menu provided.

10. Once you have selected the building, you will be given another drop down menu from which you will choose your appropriate group. Note: You will be assigned to only one group. If you require access to another lab for any reason, approval will be required from the supervisor of the space requested.

11. Once you have completed the form, please read the agreement, click the box provided to confirm you understand the agreement.

12. Go to the bottom of the form and click “save and submit.”

And that’s it! Your approved request will automatically be sent to appropriate individual for approval and processing. An automatic email will be generated letting both the requester as well as the approver know the status of the request.

Thanks in advance for your help!

ICTAS Facilities