


Badge/Building Access

Description	Facility access and acquiring a badge.
Service URL	N/A
Lead Time	2 Business Days
Training & Support	
SME	

Submit Request for New Associate or Contractor

Request URL	IT ServiceConnect powered by ServiceNow (SNOW)
Request Notes	 Onboarding team should have already completed this request prior to your first day.
Configuration Notes	

Step-by-Step Instructions for requesting this tool:

1. Go to [IT ServiceConnect](#).
2. Search for and select **Building Access Request**.
3. Enter the recipient and type of badge request. The Manager, Recipient US Domain ID, and Recipient auto populate.
4. Click **Submit Request**.