Building Access Request

- 1. Go to IT service connect site
- 2. Search Building Access request

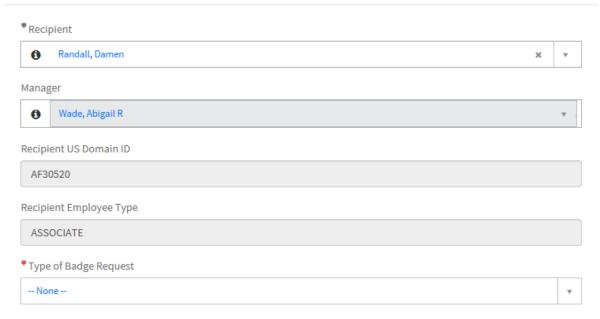
Building Access Request

IMPORTANT NOTE: This form has a known issue when added to the cart. Please DO NOT use this form as part of a bundle, or attempt to modify it in any way once it has been added to the cart.

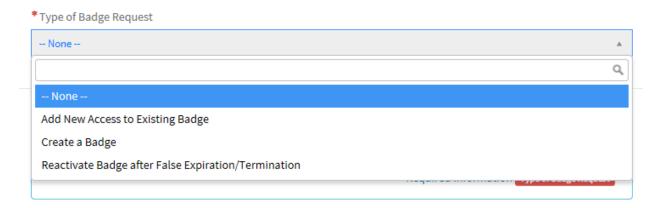
Badges are required for all associates, contractors, visitors and temporary associates in Anthem buildings. The purpose of this form is to create/replace a badge or to add access to an existing badge.

How to fill out the Building Access Request Form

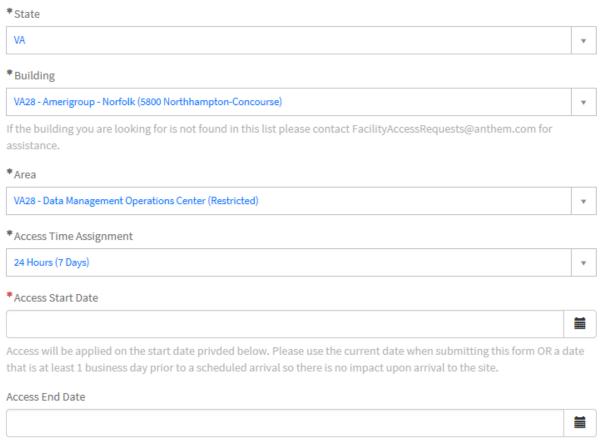
Request Information



- 3. Fill in recipients info and the manager will automatically populate in the field.
- 4. Select Type of badge request



- 5. This section can be used to Create a badge or give Access to specific parts of the building (IE) DMOC room.
- 6. Please replicate this form and add Access start date accordingly.

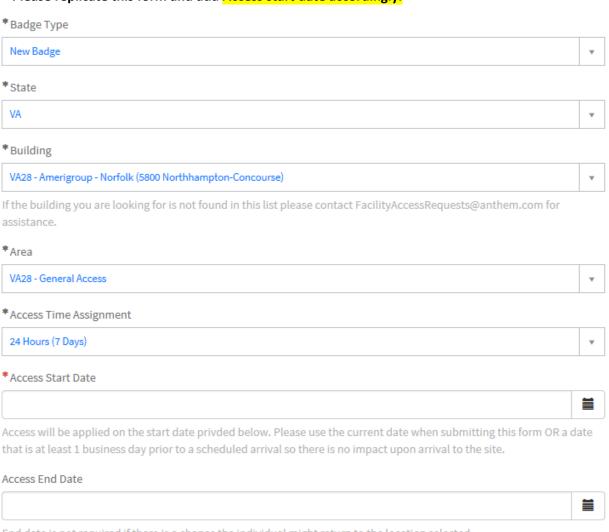


End date is not required if there is a chance the individual might return to the location selected.

7. If you are creating a badge select Badge type



8. Please replicate this form and add Access start date accordingly.



End date is not required if there is a chance the individual might return to the location selected.