

ACMS orientation

- 1) Contact Moyra Ditchfield to set up your ACMS administrator account.
- 2) Contact help@cs.ubc.ca if you have problems using the ACMS.
- 3) Access is typically given out by the person in charge of the area. Undergraduates and instructors – Giuliana, Grads - Joyce, admin staff and new hires - Sharon, Tech staff - Vivian, lab guests - GA's responsible for the lab. See https://www.cs.ubc.ca/local/facilities/security/access_admins.shtml
- 4) When you receive a request for access you should file the email in a folder specific to access requests. Ensure the person making the request is authorized or you will need to forward it to someone that is authorized for approval. Keep the email authorizing the access for your records.
- 5) Requests for ICICS space should be sent to info@icics.ubc.ca. If you can forward the faculty approval along with the student request it will speed up the process.
- 6) New users
 - a. CS administrators must set up a record for new visitors and employees. Students are already in the system and can be found by entering their student number in the student section.
 - b. Enter as much information as you can including, last name, first name, UBC student number or UBC employee number. Use a passport or drivers license number if you don't have a UBC number. They will have to show this to pick up their fob.
 - c. Use the classification field if you can & don't worry if there is nothing appropriate to select.
 - d. Select an appropriate expire date. This date will override all other authorization dates and will expire all roles if it is set to less than the expire date on the roles.
 - e. If there is any additional information that needs to be tracked add it to the comments field.
- 7) After the person has been entered into the ACMS they can go to the ECE shop and pick up a fob
 - Location:** Macleod 112B, 2356 Main Mall
 - Hours of Operation:** Monday to Friday, 8:00 a.m. to Noon, 1:00 p.m. to 5:00 p.m.
 - Phone:** 604-822-4321
 - Deposit: \$20.00
- 8) When you are assigning a role to the person
 - a. Visitors should be given a "Guest-lab" role
 - b. Set the expire date to the end date of their appointment with the department
 - c. The visitor role provides the following access: research lab, copy room nearest the lab, meeting rooms, kitchens, board room, stairwell doors and elevators to get them to the floor of the lab, entrance doors to the building. It does NOT provide access the main office or the copy room 212.
 - d. When assigning guest access fill in the authorized by field with the name of the faculty/staff that approved the access for the guest. This field is used annually for an audit and it will be much quicker (for you) if this field is accurate.
 - e. Only Post docs, staff and instructors can be assigned the "faculty Staff role"
 - f. Changes will not take effect until CS downloads the changes to the UBC system. These downloads occur at 10:30am , 3:00pm, 4:30pm and midnight and require about 30 minutes to process.
- 9) Some labs have temporary fobs for visitors here two week of less. Everyone else must get their own fob from the ECE shop. If you loan out a temp fob record the new holder in the comments field.
- 10) To use the elevators after hours you must present your fob to the reader in the elevator and then press the floor button. There elevator will not move if you do it in reverse order.
- 11)
- 12) If there is a problem when you use the ACMS please send email to help@cs.ubc.ca