ISAAC Access Request Instructions

Step 1 - Logging into the System
To renew ISAAC access or request ISAAC access for the first time through the online system, go to http://isaacrequest.asu.edu

- Log into the system with your ASURite and MyASU password

  o If you are trying to access the ISAAC request from an off campus computer, you will need to establish a VPN connection. Download the VPN client "Cisco Anyconnect" from the ASU My Apps page. Run Cisco Anyconnect, you will need to type "sslvpn.asu.edu" into the "connect to:" field. Use your ASURITE User ID and password to connect. You will now be able to access the ISAAC request application form and submit your ISAAC request from the website.

Step 2 - Completing Your Profile Information
If you are using the online system to request access for the first time, you will need to complete your profile

- From the left-side menu, click "Update Profile"
- Most fields should auto-populate based on your ASU records with the exception of:
- "Affiliated faculty"
- *If you are a student worker/student:* supervisors first & last name
- "Badge Number"
- On the back of your Sun Card, there are two sets of numbers on the bottom right
- Enter the 5 or 6 numbers to the RIGHT of the 2* located in the first set of numbers
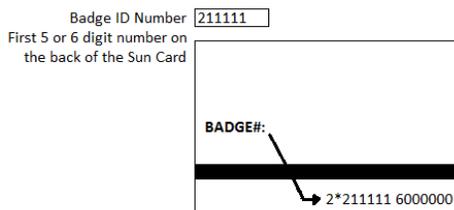
Step 3 – Requesting Building and Room Access
Now that you have set your updated your profile information, you are ready to request access

- Click "Request" from the left-side menu
- Select Building(s):
- Follow the instructions and review the information in Section I for accuracy

In Section II, select the doors you will need access to
- o Doors are listed by department
- o Selected all doors you will need access to
- o Some departments share space, select only the door of your department
- o Access to the building perimeter is automatic when access is granted to a door

- Review access guidelines and agree to the guidelines by checking the box
- Click "add"
- Your request will be confirmed with a message that your request has been accepted

Step 4 – Request Approval and Status
Your request will be forwarded automatically to the PI for approval and to the ISAAC approver for final review and processing. Allow 24-48 hours to process a request after PI approval.

- You can check the status of your request by clicking "List Requests" at the top of the page