This process will standardize the contractor badging for all UNIV units using online tools to submit requests. Any contractor requiring key card access into occupied buildings on campus will need to request a badge.

**Description of Procedures:**

To create a new guest (contractor) account:

* Log in to my.osu.edu <https://my.osu.edu/user/view>
* From the left-hand navigation window, click Add New Guest.
* The OSU Guest/Non-employee population (NEP) Information page will come up. Review and click continue.
* Complete the required fields with the contractor information and click next.
  + The expiration date should be June of the following year.
  + The primary Sponsor is the OSU Project Manager
  + The alternate Sponsor is Angela Alley (Alley.24)
  + The guest Administrator is also Angela Alley (this should be an option in the drop-down menu)
* Complete the required fields on the next page and click next.
  + Contractor Company name
  + Title = Trade / Discipline
  + Business Reason = OSU Project number / Name
* Review the information entered is correct and click next
* You will get a notice that your request has been submitted for approval.

Next Steps:

* Once a guest account has been requested by the sponsor (Project Manager) and approved by the Director, the **guest (contractor) will receive an email** **with instructions to complete an online form** and provide additional basic demographic information. The guest will have 7 days to complete the requested information. If the contractor does not input this information within 7 days, the process will void, and the Project Manager will need to resubmit the request again.
* After the contractor inputs their demographic information, the information will go through the identity check process.
* Once the identity check is complete and the guest account has been created, the contractor (guest) will receive an email with further instructions on how to schedule an appointment and where to pick up their contractor badge at the designated location for the Ohio State University badge.
* The OSU Project Manager will receive a report automatically every morning that will identify any new BuckID that has been created.
* If “swipe” access is required for badges, the Project Manager can use the BuckID information to complete the badge access form.
* The PM will need to submit a request for access for all related badge numbers using the Key Request form.
  + FOD – Key Request Form [https://fod.osu.edu/make-request#lockandkey](https://fod.osu.edu/make-request)
  + Student Life Access & Keys – <https://fml.osu.edu/rem/our-services/keys-access/>

~end~