When an access request form is submitted via DocuSign and you are assigned an approver, you will receive an email notification from DocuSign with a link to review and approve the document. Please note there are two types of approvals listed below.

**Step 1:** Click the link from the email and login to DocuSign with your GTID credentials. Use non-alias email address (i.e. “lkrishnan6@gatech.edu” instead of “laxmi.krishnan@gatech.edu”)

**For CORE LAB access:** Only PI signature is required for approval. Other fields are “read-only”

For PI Research Lab Wing and Door Key requests: the “Office/ Lab Wing: or Door Key: “ drop-down menu will list the Lab Wings. Select Buzz Card Access AND/ OR Door Key accordingly. An input selection in item # 1 is “required” for Research Lab access requests. Other items are optional.

If BOTH Card and Key access ARE NEEDED, please select once in “Office/ Lab Wing: “ drop-down menu and the same item in “Door Key: “ drop-down menu.

Please SIGN and “FINISH” the approval form.
After approving the form in DocuSign:

**Step 2a:** Core staff will receive a notification email once supervisors approve user access requests and will SELECT core lab from drop down lists and sign the form to approve access.

**The first Core Lab selection is ‘required’ field.**

Additional lab door access can be provided as needed to reduce number of requests per user in most cases if known at the time of initial request.

In case of multiple trainings/labs needed (as known from user interactions), additional access selection can be made (max 4 per form) and **add comments in the optional field** to denote why additional access provided OUTSIDE the lab managers area.

**E.g.**: User needs training and access for Cytometry, Biomechanics-MicroCT core labs with different core managers. In consultation with each other, Core staff can request cross-core lab access on the same form, but are encouraged to enter comments in the optional field for records, like: ‘granted CAC access in consultation with CAC manger’.

**Please SIGN and “FINISH” the approval for action by IBB Door Access Team.**

**Step 2b is ONLY for Door Keys and PI Research Lab access and replaces Step 2a in a separate form.**
Step 3: Users will receive a confirmation email via DocuSign once the forms are fully executed (signed by Supervisor & Core or Admin staff).

Users can also track the request on their DocuSign portal for current status of signatures.

Once the form is submitted to the IBB Front Desk, it is processed periodically in tranches and submitted to another GT office that controls access. Please allow 3 – 5 business days for this step.