



How to Request Campus Access Due to COVID-19

All employees needing access to any district/college site are required to go into Workday and acknowledge and agree to the SOCCCD Return to Work Guidelines. This includes those already deemed essential.

Background Information

During the current COVID-19 outbreak, ensuring health and safety requires the implementation of special precautions and guidelines affecting employees and visitors entering district and college facilities and buildings. We understand that implementing these changes with limited notice will have broad impact and may be challenging for some of you. We appreciate your patience and cooperation and are grateful to all of you for your tremendous efforts. Your work is critically important, and we greatly value you and your contributions and commitment to maintaining a safe and healthy work and academic environment for everyone.

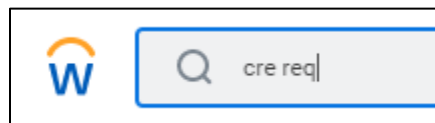
All district and campus facilities and buildings must be entered through designated entrances on each campus which are monitored by Campus Police. Only pre-authorized employees and guests will be granted access to enter district and campus buildings and facilities by checking-in with Campus Police at the designated entrances. Please note that pre-authorization to enter campus is required of any employee who has previously been designated as “essential.”

Overview

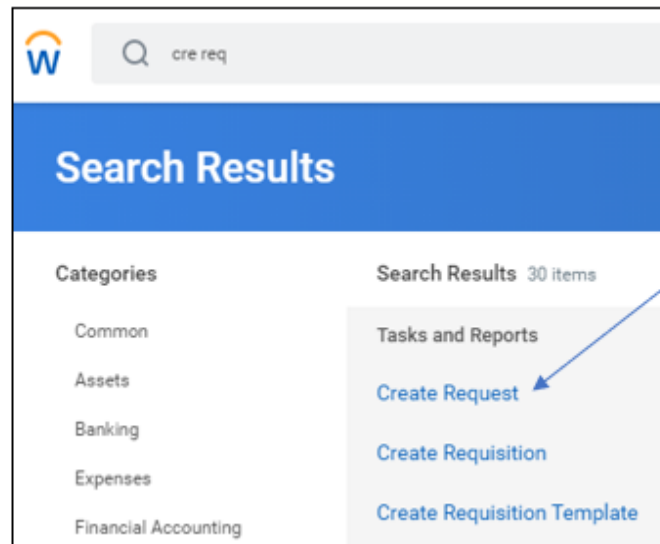
- All employees who are required to or planning to access the district/college site are mandated to complete the “Acknowledgment” in Workday.
- Managers/supervisors are responsible for ensuring that each employee has read and completed the “Acknowledgement”.
- A Workday acknowledgement is a necessary step prior to requesting access to the campus.
- There is a separate process for each college and the District to request access to the campus on specific dates, times and reason.

Step by step Instructions

1. Logon to the [App portal \(SSO portal\)](https://apps.socccd.edu) or by going to this URL
<https://apps.socccd.edu>
2. Once logged into the App portal, click on the Workday icon to access it.
3. In the upper left search bar, type **cre req** (short for create request) and click **Enter** on your keyboard.



4. Click on the **Create Request** task from the suggestion list.



5. Type **covid** into the Request Type field and click **Enter** on your keyboard to select **On Campus Access due to COVID-19**.

6. Click **OK**



7. Enter your request information into the five fields and click the Submit button
8. The request is submitted, and a confirmation page is displayed. Click the Review Documents button
9. A link to the COVID-19 Acknowledgement document is displayed. Open and read the document and follow the instructions.

Note: There are two required videos for Managers and Classified employee groups which must be done through Workday Learning.


10. Click the **I Agree** checkbox and then click the **Submit** button.



IRVINE VALLEY COLLEGE

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Documents

Document	 COVID-19 Acknowledgement
Instructions	Please read and acknowledge the document above.
Signature Statement	By clicking the I Agree Checkbox and the SUBMIT button below, I acknowledge I have read the District COVID-19 Return to Work Health and Safety Guidelines and commit to following the protocols to fulfill my responsibility in the workplace and to protect our District community and agree to these requirements and understand that my failure to adhere to these requirements could lead to corrective action.
I Agree	<input type="checkbox"/>

11. Your request has been submitted and someone in Human Resources will review and complete your request.

Up Next

HR Director - Compliance

[Close Request](#)

Due Date 08/13/2020

12. When your request is completed you will be eligible to submit your IVC Campus Access request form in Ivanti.