

Covid Access



Central Database: Allocation of personnel for Research Ramp-Up

Covid Access is a web-based central database to support the research ramp-up effort and is the system of record for personnel who need access to buildings on campus. Covid Access administrators enter data by uploading a reviewed and approved **RR Planning Exercise B Spreadsheet** or **DLC Sponsor Template** excel document or manually submitting information using the **New Allocation** or **New DLC Sponsored** functions.

RR Phase 1 Exercise B Spreadsheet

IMPORTANT:

- Only enter information in the blue cells
- You must make a selection from the dropdown menus, whenever those are available
- You must fill out all of the necessary information in a section before moving to the next

You must complete the sections in order:

1 → 2 → 3 → 4 → 5 → 6 → 7

1.1 Responsible PI name: Edward Haskell

1.2 PI Kerberos: haskell

1.3 PI DLC (where your research space is located): Brain & Cognitive Sciences (B, B&C)

1.4 PI's building: 46

Areas in yellow, red and green (like the ones below) are automatically computed and should not be edited.

Number of individuals that this PI is responsible for:	PI's max number of assigned person hours for RRI (25%):	PI's total number of currently assigned person hours (based on information from section 3):
5	62	62

2.1 Name (lab manager or responsible personnel, do NOT list visiting students, IRDPs, or administrative staff): Edward Haskell

2.2 Kerberos: haskell

2.3 This person will be logged as year responsibility (if this person and works for another PI, only one PI should flag here): TRUE

3.1 This person is willing and able to return to campus during RRI (note to instructions): TRUE

3.2 This person needs access to campus during RRI (note to instructions): TRUE

3.3 Enter the number of weekly hours you are assigning to this person to be on campus during RRI: 20

3.4 Enter this person's planned transport method in and from MIT during RRI: Drive own vehicle

4.1 MIT buildings that this person needs to work in during RRI (excluding cores): Primary Building, Other Building, Other Building, Other Building

5.1 Cores this person may need to utilize during RRI (down menu, enter #): Core 1, Core 2, Core 3, Core 4

RR Planning Exercise B Spreadsheet

Sponsor Information			Personal Information				Address						
MIT Sponsor Kerb	Office Address	Cost Object	First Name	Last Name	Date of Birth	External Organization	Email	Phone Number	Address 1	Address 2	City	State	Postal Code
Haskell	46-3143A	6945678	Jascha	Heifetz	2/2/51	University of Southern Califor	jaschah@ucla.edu	6174231201	121 Concord Ave		Cambridge	MA	02138

DLC Sponsor Template.xlsx

Covid Access website

- Go to <http://covidaccess.mit.edu>
- You will be authenticated through MIT Touchstone and Duo.
- In the top right corner, your Kerberos name will display and a help icon (?) that will launch an email to covidapps-help@mit.edu if you experience technical difficulties or require assistance.

Covid Access

+ New Allocation Upload Allocation

+ New DLC Sponsored Upload DLC Sponsored

Lab Based Research Core Facilities Instruction and Administration Vendor/Suppliers One Time DLC Sponsored Accounts People

Email Help ? trainor

Upload Allocation

- Click the **Upload Allocation** button and select a CovidAccessAllocationTemplate.xlsx file to begin importing **RR Planning Exercise B Spreadsheet** data for your Department, Lab or Center.

Covid Access

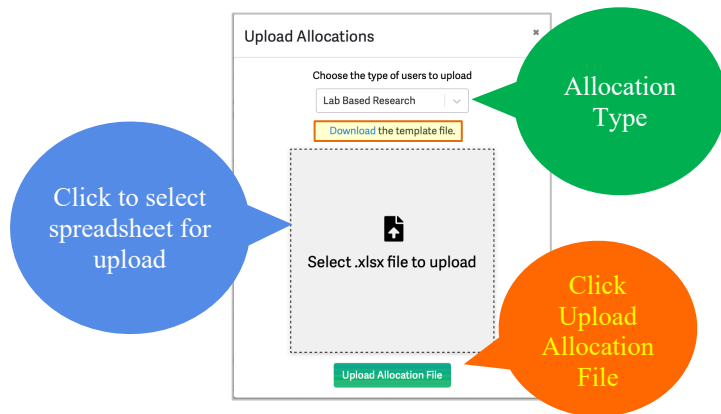
+ New Allocation Upload Allocation

+ New DLC Sponsored Upload DLC Sponsored

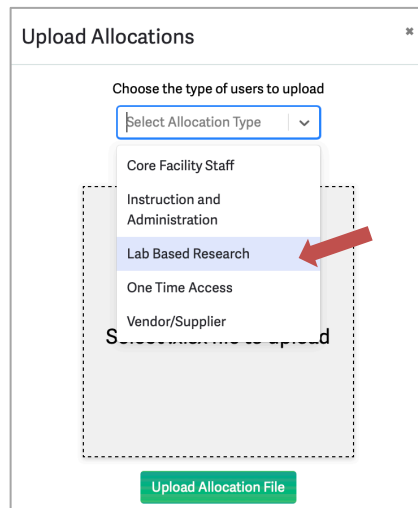
Lab Based Research Core Facilities Instruction and Administration Vendor/Suppliers One Time DLC Sponsored Accounts People

Upload spreadsheet

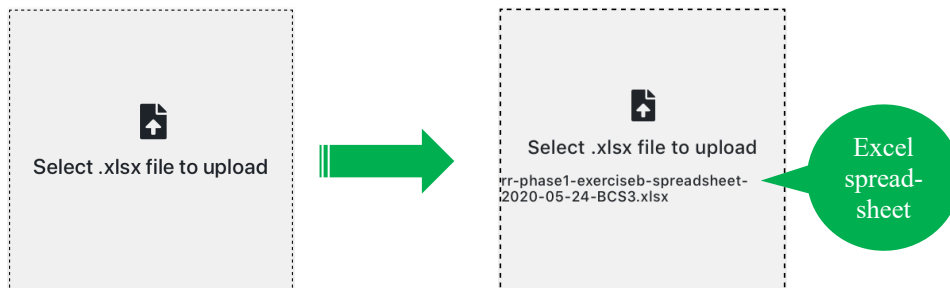
2. The **Upload Allocations** pop-up window will display (Note the option to Download the excel template):



3. From the *Choose the type of users to upload* pull-down menu select an Allocation Type such as **Core Facility Staff, Instruction and Administration, Lab Based Research, One Time Access, or Vendor/Supplier.**

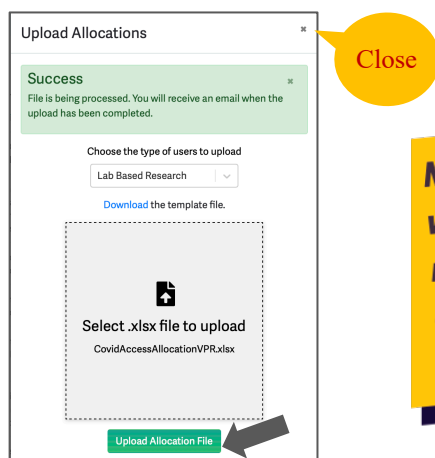


4. Click on the center shaded area labeled **Select .xlsx file to upload** then navigate your files to locate and select the excel file. Once the file is selected, the file name will display on the pop-up window.



5. Click the **Upload Allocation File** button.

A *Success* message will display at the top of the pop-up window with a notice that you will receive an email when the upload has been completed.



Note: The Success message indicates the spreadsheet was uploaded to the COVID Access system but does not reflect successful processing and data entry. You must carefully review the confirmation email to ensure all persons were correctly entered.

Confirmation Email notification

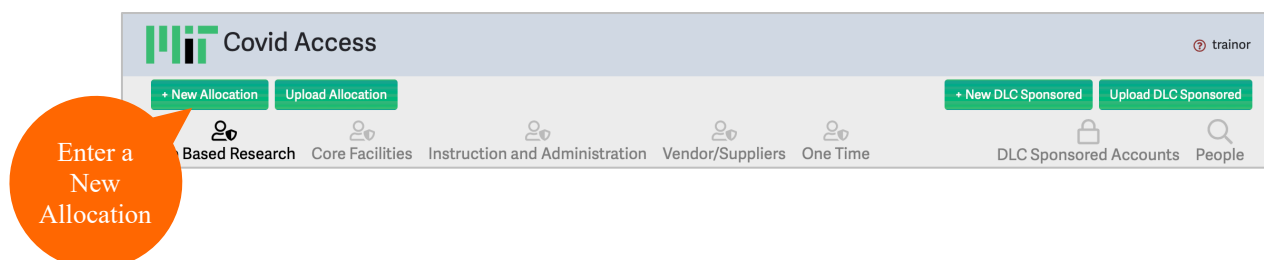
Once the uploaded allocation spreadsheet has been processed, you will receive a **Your Covid Access Upload** email confirmation with the status of all entries. The email will list the **Kerberos** username of each person on the uploaded spreadsheet and state **True** if the person was successfully added to the database. If there was an error, the entry will be listed with False and description of the error (for example “this Kerberos ID doesn’t exist” if the Kerberos username was entered incorrectly).

trainor	True
cwood	True
rrhanlon	False – Kerberos ID does not exist

Individuals who are successfully added to the Covid Access database will receive a **Return to Campus** email informing them that they were identified as a personnel member who may be interested in returning to campus to continue research and other activities. The PI/responsible person listed on the spreadsheet is copied on the email which also contains a link to an electronic Acknowledgement form that guides the person to complete requirements for returning to campus. When the requirements are complete, the first green checkmark after their name displays, and when daily Attestation is complete, the second green checkmark displays.

New Allocations

You may also add allocations within the Covid Access database using the New Allocation function.



1. A blank **New Allocation** form will display in a pop-up window. Fields marked with a red asterisk are required before you can submit. From the drop-down menus, select the **Allocation type** (Core Facility Staff, Instruction and Administration, Lab Based Research, One Time Access, or Vendor/Supplier) and **Department**.

2. Enter the **PI/Supervisor** kerberos username so that the allocation is populated correctly and the kerberos username of the **Person** who needs access.
3. Enter **Weekly Hours** (total), **Core Facilities** (as needed) and **Buildings** (you may enter multiple buildings).
4. You may complete the Schedule, Transport Method, and Allocation flags though not required to Save.
5. Click the **Submit and Stay** button to submit edits and remain viewing the screen or click **Submit and Close** to submit changes and return to Covid Access main screen.
6. A **Success** message will display at the top of the page. The person added to the Covid Access database will receive a **Return to Campus** email which contains a link to an Acknowledgement form that specifies requirements for returning to campus. The new allocation can be viewed by selecting the **Allocation Type** from the menu bar and expanding the **Department** listing on the left to select the PI/Supervisor.

Success
Allocation was successfully created

Covid Access

Select Allocation Type

Select DLC > PI/Supervisor to view allocation

Person	Title	Department	Buildings	Core Facilities	Attention Date	Weekly Hours	Schedule
Carol Wood	Sr Research Admin Support and	Vice President for Research	EST NE18			20	5 9 10 11 12

Review Allocation details

After receiving confirmation that the Uploaded Allocation file or New Allocation was processed, the DLC and PI/Supervisor will be listed in the left navigation pane. Click on the PI/Supervisor's name to view associated allocation details.

Covid Access

+ New Allocation Upload Allocation + New DLC Sponsored Upload DLC Sponsored

Lab Based Research Core Facilities Instruction and Administration Vendor/Suppliers One Time DLC Sponsored Accounts People

PI: Edward Haskell Allocations: 5

62.0/37.5 total available hours (3 persons)

Export CSV

Person	Title	Department	Buildings	Core Facilities	Weekly Hours	Schedule
Edward Haskell	James W (1963) & Patricia T Poitras Prof.	Brain & Cognitive Sciences	46	DCM: Bldg 46 NHP	20	SMTWTFS
Judith Hensler	Assistant Professor	Brain & Cognitive Sciences			30	SMTWTFS
Santiago Ramon y Cajal	Associate Professor	Brain & Cognitive Sciences	46	DCM: Bldg 46 NHP	16	SMTWTFS
Wilder Penfield	Principal Research Scientist	Brain & Cognitive Sciences	46, 68	BIO: Biophysical Instrumentation Facility, DCM: Bldg 46 NHP, BCS: Machine Shop	26	SMTWTFS

Click DLC > PI to view

Green Checkmarks indicate completed requirements

Visual of days with work hours

Managing Allocations

There are two approaches to managing allocations in Covid Access:

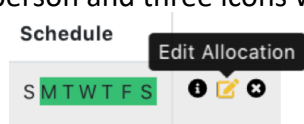
- Update and maintain the **RR Planning Exercise B Spreadsheets** in Excel and then use the Covid Access **Upload Allocation** function to upload revised spreadsheets. **NOTE:** uploading a revised spreadsheet will **replace all data currently stored in the database**.
- Update and edit information directly in the Covid Access database. Use the **Edit Allocation**, **Delete Allocation** and **New Allocation** functions to submit changes. **NOTE:** if you want to keep the Covid Access database and **RR Planning Exercise B Spreadsheets** to remain in agreement, you will need to manually update the spreadsheet in Excel.

To view Allocation Details for a person listed:

- Move cursor over the listing of the person and three icons will display on the right side of the screen.
- Click the **View Allocation** icon and view saved Allocation details.

To Edit Allocation for a person listed:

- Move cursor over the listing of the person and three icons will display on the right side of the screen.
- Click the **Edit Allocation** icon



3. A pop-up window will allow you to modify **Allocation type**, **Department**, **PI/Supervisor**, **Person**, **Weekly Hours**, **Core Facilities** (note select maximum of 7), **Buildings** (maximum of 5), **Transport Method**, **Schedule**, **Allocation Flags** (Assigned Hours, On Campus).
4. Click the **Submit and Stay** button to submit edits and remain viewing the screen or click **Submit and Close** to submit changes and return to Covid Access main screen.

Modify person allocation details

New Allocation

Allocation type* more Info

Department*

PI / Supervisor*

Person*

Weekly Hours*

Core Facilities (max 7)

Buildings* (max 5)

Transport Method

Allocation Flags

Assigned Hours ☒

On Campus ☒

Submit and stay **Submit and close**

Schedule

	Varies	Start Time	End Time
Sunday	<input type="checkbox"/>		
Monday	<input type="checkbox"/>	8:00am	12:00pm
Tuesday	<input type="checkbox"/>	8:00am	12:00pm
Wednesday	<input type="checkbox"/>	8:00am	12:00pm
Thursday	<input type="checkbox"/>	8:00am	12:00pm
Friday	<input type="checkbox"/>	8:00am	12:00pm
Saturday	<input type="checkbox"/>		


Comments

Morning shift

Voluntary and On Campus must be selected to schedule

Select Schedule Start/End times

To Delete Allocation of a person listed for the PI Allocation:

1. Move cursor over the listing of the person and three icons will display on the right side of the screen.
2. Click the **Delete Allocation** icon 
3. A summary of details will display in a pop-up window. If you still wish to Delete this person from this PI's Allocation list, click the **Delete Allocation** button on the pop-up window.

Delete Allocation

Person

Arthur Rosencrantz

Buildings

Cores

Weekly Hours

0

Schedule

S M T W T F S

Delete Allocation

Allocation - Export CSV

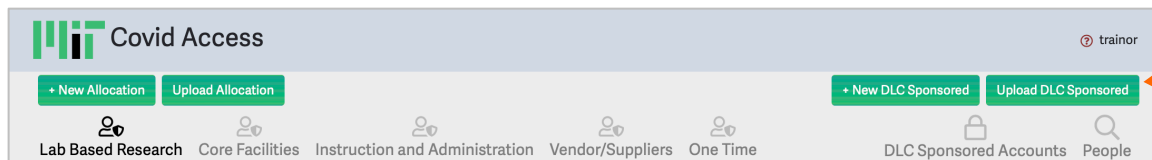
You can export a text file (comma separated values) of allocations for a specific Allocation Type and PI/Supervisor that can be viewed in Excel containing the following information: **Kerberos, Name, PI Kerberos, PI Name, Allocation Type, weekly Hours, Transport Method, Campus Required, Voluntary, Comments, Buildings, Cores, Requirements Completed, Attestation Completed, and Schedule with Start and End times for each day**. This can be a useful resource, but it is not formatted as an *RR Planning Exercise B Spreadsheet* for uploading to Covid Access.

DLC Sponsored Accounts

Covid Access administrators may enter data on for Non-MIT persons who are being sponsored for access to MIT buildings by uploading a reviewed and approved **DLC Sponsor Template** excel document or manually submitting information using **New DLC Sponsored** functionality.

Upload DLC Sponsored

1. Click the **Upload DLC Sponsored** button and select a CDLCSponsorTemplate.xlsx file to begin importing data for your Department, Lab or Center.

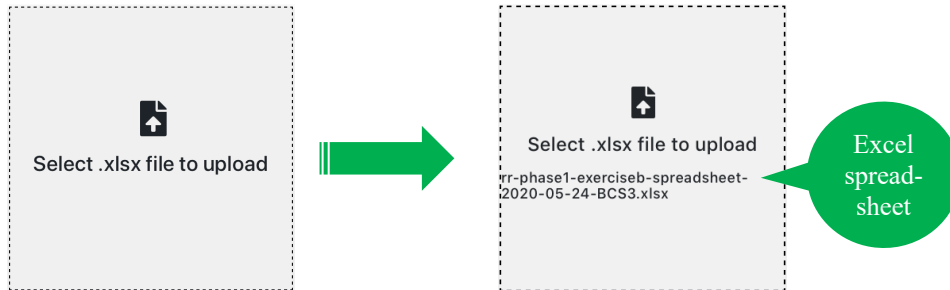


2. The **Upload DLC Sponsored** pop-up window will display (Note the option to Download the excel template):



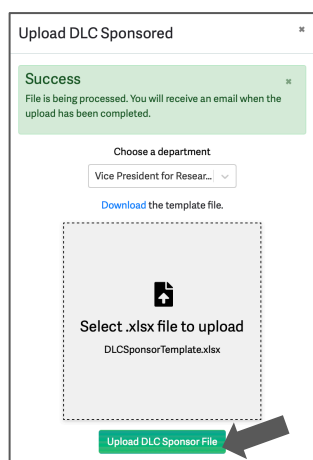
3. From the *Choose a Department* pull-down menu begin typing and select the Department, Lab or Center.

4. Click on the center shaded area labeled **Select .xlsx file to upload** then navigate your files to locate and select the excel file. Once the file is selected, the file name will display on the pop-up window.



5. Click the **Upload DLC Sponsor File** button.

A *Success* message will display at the top of the pop-up window with a notice that you will receive an email when the upload has been completed.



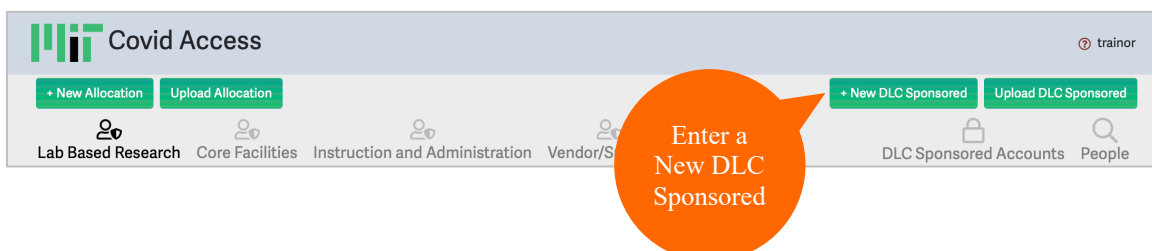
Note: The Success message indicates the spreadsheet was uploaded to the COVID Access system but does not reflect successful processing and data entry. You must carefully review the confirmation email to ensure all persons were correctly entered.

Confirmation Email notification

Once the uploaded allocation spreadsheet has been processed, you will receive a **Your Covid Access Upload** email confirmation with the status of the entries.

New DLC Sponsored

You may also add allocations within the Covid Access database using the New Allocation function.



7. A blank **New DLC Sponsored** form will display in a pop-up window. Fields marked with a red asterisk are required before you can submit. From the drop-down menus, begin typing and select the **Sponsor** (person sponsoring the Non-MIT person) and **Department**. Enter the **Office Address** and **Cost Object**.

DLC Sponsored Request

<p>Sponsor Information</p> <p>Sponsor* <input type="text" value="John H Lienhard"/></p> <p>Department* <input type="text" value="VP for Research Department Heads"/></p> <p>Office Address* (bldg-room) <input type="text" value="3-166"/></p> <p>Cost Object* <input type="text" value="6931848"/></p>	<p>Personal Information</p> <p>First Name* <input type="text" value="Jascha"/></p> <p>Last Name* <input type="text" value="Heifetz"/></p> <p>Date of Birth* <input type="text" value="10/11/1956"/></p> <p>External Organization* <input type="text" value="UCLA"/></p> <p>Email* <input type="text" value="jaschah@ucla.edu"/></p> <p>Phone Number* <input type="text" value="(431)221-0099"/></p>
<p>Access Information</p> <p>Start Date* <input type="text" value="08/18/2020"/></p> <p>End Date <input type="text" value="12/31/2020"/></p> <p>Reason For Access* <input type="text" value="Expertise"/></p> <p>Is the Campus Visitor being paid by MIT directly?*</p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>Does the Campus Visitor have an existing MIT ID number?*</p> <p>Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>Is an MIT ID Card needed?*</p> <p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>Where would you like the MIT ID card delivered?*</p> <p>Sponsor's Office Address <input type="radio"/> Campus Visitor's Home Address <input checked="" type="radio"/></p>	<p>Address</p> <p>Address Line 1* <input type="text" value="121 Concord Ave"/></p> <p>Address Line 2 <input type="text" value="Enter address line 2"/></p> <p>City* <input type="text" value="Cambridge"/></p> <p>State* <input type="text" value="MA"/></p> <p>Postal Code* <input type="text" value="02138"/></p>

8. Enter the **Start Date** and **End Date** for requested access and the **Reason for Access**.
9. Enter **First Name** and **Last Name** of the person being sponsored as well as their **Date of birth**, **External Organization**, **Email address** and **Phone number**.
10. Enter the sponsored person's **Address** and indicate Yes or No to the following questions:
 - **Is the Campus Visitor being paid by MIT directly?***
 - **Does the Campus Visitor have an existing MIT ID number?***
 - **Is an MIT ID Card needed?***
11. Answer **Where would you like the MIT ID card delivered?*** If applicable.
12. Click the **Submit and Stay** button to submit edits and remain viewing the screen or click **Submit and Close** to submit changes and return to Covid Access main screen.
13. A *Success* message will display at the top of the page. The person added to the Covid Access database as a Sponsored DLC person and will receive an email which contains a link to **complete their Kerberos registration process**.

Review DLC Sponsored details


After receiving confirmation that the Uploaded DLC Sponsored file or New DLC Sponsored was processed, the Department, Lab or Center will be listed in the left navigation pane. Click on the DLC name to view associated Sponsored Account details.

The screenshot shows the 'Covid Access' web application interface. The top navigation bar includes 'Covid Access' and buttons for '+ New Allocation', 'Upload Allocation', '+ New DLC Sponsored', and 'Upload DLC'. Below this is a horizontal menu with categories: 'Lab Based Research', 'Core Facilities', 'Instruction and Administration', 'Vendor/Suppliers', 'One Time', 'DLC Sponsored Accounts', and 'People'. The left sidebar has a 'DLC Sponsored' section with a search bar and a list of DLCs, including 'VPRES KC Learning' which is highlighted. A blue callout bubble points to this item with the text 'Select DLC'. The main content area displays 'VPRES KC Learning' and 'DLC Sponsored 49'. A table lists sponsored accounts, with one entry highlighted by a red box:


Name	MIT ID	Kerberos	Sponsor	Organization	Kerberos Status	ID Card Status	Comments
Jascha Heifetz	987654321	Requested	Edward Haskell	UCLA - Phil	Requested	Not Needed	Account provisioned: andre223. Awaiting registration

A red callout bubble points to the 'DLC Sponsored Accounts' link in the top navigation bar with the text 'DLC Sponsored Accounts'.

To view DLC Sponsored Details for a person listed:

3. Move cursor over the listing of the person and three icons will display on the right side of the screen.
4. Click the **View DLC Sponsored** icon  and view saved details.

To Edit DLC Sponsored for a person listed:

5. Move cursor over the listing of the person and three icons will display on the right side of the screen.
6. Click the **Edit DLC Sponsored** icon  and the pop-up window will allow modifying details.

Once the DLC Sponsored person has completed the Kerberos registration process, the Covid Access administrator may add them to covid-access using the appropriate PI/Supervisor Allocation.

Getting Help

For questions related to Covid Access, please email covidapps-help@mit.edu