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 *DLCSponsorTemplate* excel document or manually submitting information using the **New Allocation** or **New DLC Sponsored** functions.

RR Planning Exercise B Spreadsheet

DLCSponsorTemplate.xlsx

Covid Access website

1. Go to **http://covidaccess.mit.edu**

2. You will be authenticated through MIT *Touchstone* and *Duo*.

3. 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.

Upload Allocation

1. 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.

2. The *Upload Allocations* pop-up window will display (Note the option to Download the excel template):
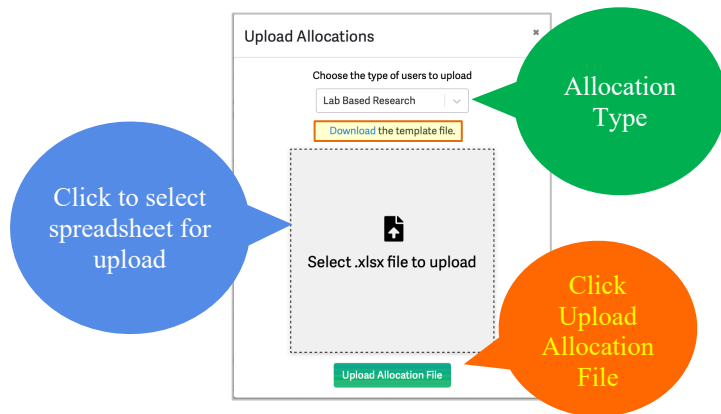
3. From the *Choose the type of users to upload* pull-down menu select an Allocation Type such as **Core Facility Staff**, **Instruction and Administration**, **Lab Based Research, One Time Access,** or **Vendor/Supplier.**
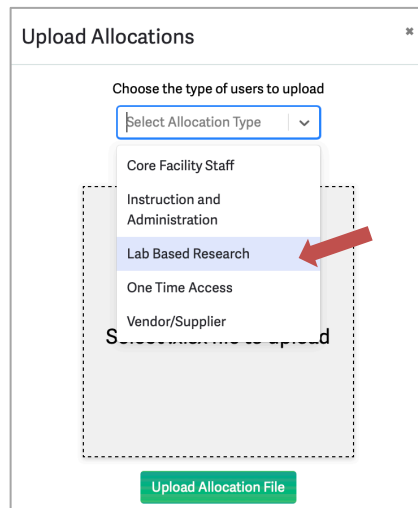
4. Click on the center shaded area labeled **Select .xlsx file to upload** then navigate your files to locate and select the excel file. Once the file is selected, the file name will display on the pop-up window.
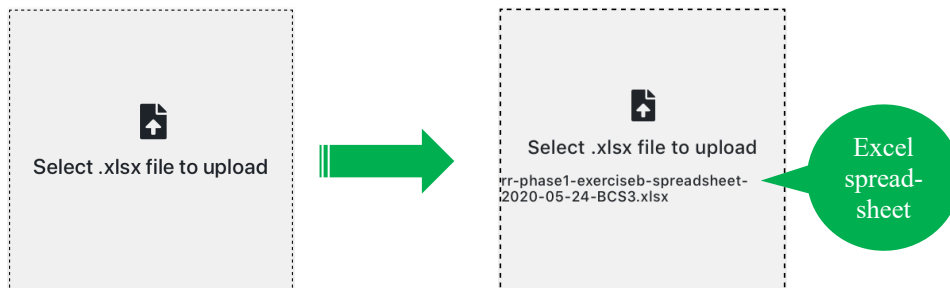
5. Click the **Upload Allocation File** button.

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 <u>must</u> carefully review the confirmation email to ensure all persons were correctly entered.

Confirmation Email notification

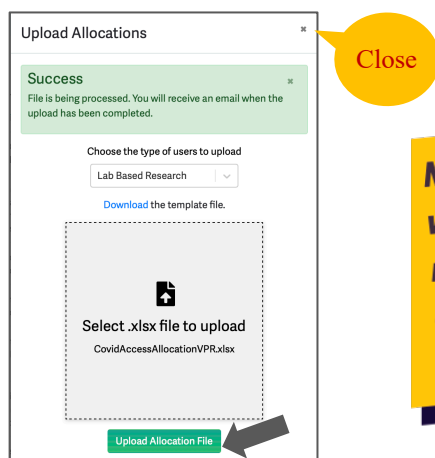Once the uploaded allocation spreadsheet has been processed, you will receive a ***Your Covid Access Upload*** email confirmation with the status of all entries. The email will list the ***Kerberos*** username of each person on the uploaded spreadsheet and state ***True*** if the person was successfully 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.
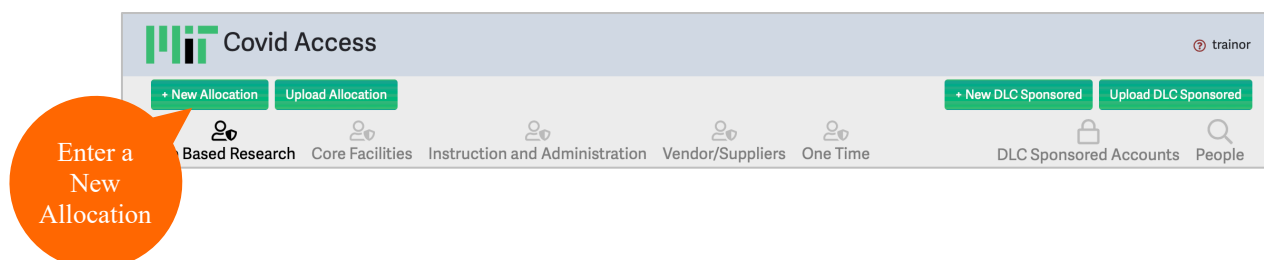
1. A blank **New Allocation** form will display in a pop-up window. Fields marked with a red asterisk are required before you can submit. From the drop-down menus. select the **Allocation type** (Core Facility Staff, Instruction and Administration, Lab Based Research, One Time Access, or Vendor/Supplier) and **Department.**

2. Enter the **PI/Superviosr** 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.

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.

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:

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

To Edit Allocation for a person listed:

1. Move curser over the listing of the person and three icons will display on the right side of the screen.
2. Click the **Edit Allocation** icon
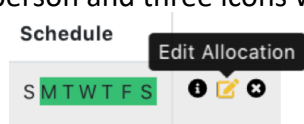
3. A pop-up window will allow you to modify **Allocation type**, **Department, PI/Supervisor, Person, Weekly Hours, Core Facilities** (note select maximum of 7), **Buildings** (maximum of 5), **Transport Method, Schedule, Allocation Flags** (Assigned Hours, On Campus).

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.

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

1. Move curser 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.

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 ***DLCSponsorTemplate*** 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.
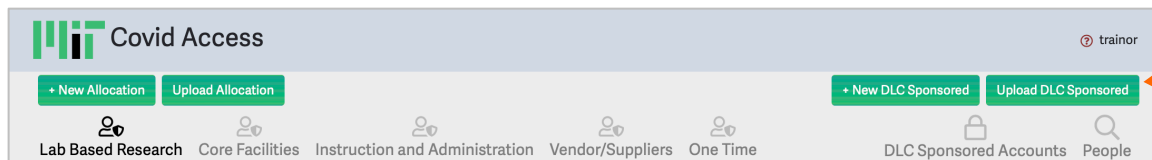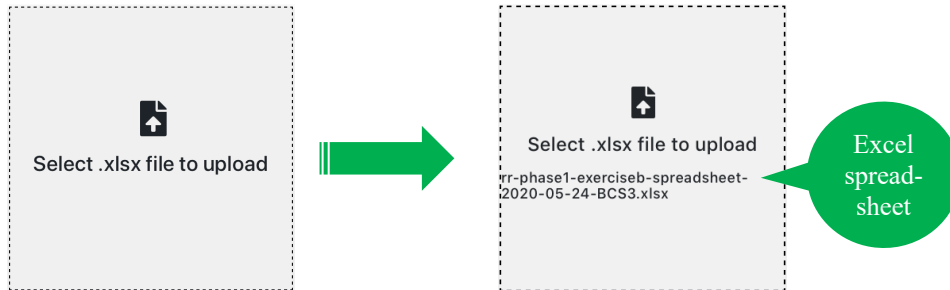

2. The ***Upload DLC Sponsored*** pop-up window will display (Note the option to Download the excel template):
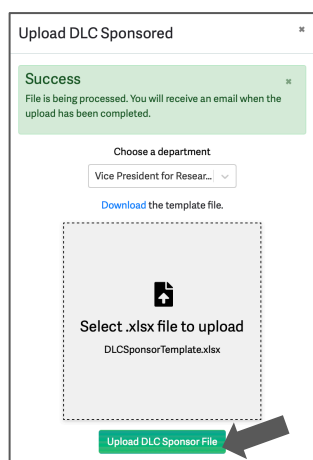

3. From the *Choose a Department* pull-down menu begin typing and select the Department, Lab or Center**.**

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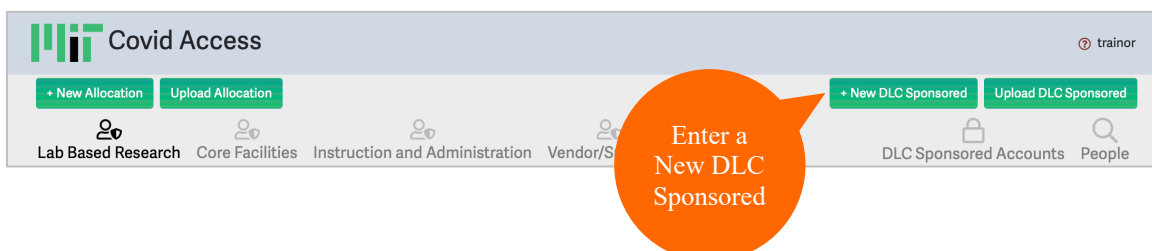
7. A blank **New DLC Sponsored** form will display in a pop-up window. Fields marked with a red asterisk are required before you can submit. From the drop-down menus, begin typing and select the **Sponsor** (person sponsoring the Non-MIT person) and **Department.** Enter the **Office Address** and **Cost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

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**.

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.

To view DLC Sponsored Details for a person listed:

3. Move curser 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 curser 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