ISAAC Access Request Instructions

Step 1 - Logging into the System
To renew ISAAC access or request ISAAC access for the first time through the online system, go to http://isaacrequest.asu.edu
• Log into the system with your ASURite and MyASU password
  • If you are trying to access the ISAAC request from an off campus computer, you will need to establish a VPN connection. Download the VPN client “Cisco Anyconnect” from the ASU My Apps page. Run Cisco Anyconnect, you will need to type “sslvpn.asu.edu” into the “connect to:” field. Use your ASURITE User ID and password to connect. You will now be able to access the ISAAC request application form and submit your ISAAC request from the website.

Step 2 - Completing Your Profile Information
If you are using the online system to request access for the first time, you will need to complete your profile
• From the left-side menu, click “Update Profile”
• Most fields should auto-populate based on your ASU records with the exception of:
  • “Affiliated faculty”
  • If you are a student worker/student: supervisors first & last name
  • “Badge Number”
• On the back of your Sun Card, there are two sets of numbers on the bottom right
• Enter the 5 or 6 numbers to the RIGHT of the 2* located in the first set of numbers

Step 3 – Requesting Building and Room Access
Now that you have set your updated your profile information, you are ready to request access
• Click “Request” from the left-side menu
• Select Building(s):
  • Follow the instructions and review the information in Section I for accuracy
  • In Section II, select the doors you will need access to
    o Doors are listed by department
    o Selected all doors you will need access to
    o Some departments share space, select only the door of your department
    o Access to the building perimeter is automatic when access is granted to a door
  • Review access guidelines and agree to the guidelines by checking the box
  • Click “add”
  • Your request will be confirmed with a message that your request has been accepted

Step 4 – Request Approval and Status
Your request will be forwarded automatically to the PI for approval and to the ISAAC approver for final review and processing. Allow 24-48 hours to process a request after PI approval.
• You can check the status of your request by clicking “List Requests” at the top of the page