

CenturyLink CLEC Badge Access Request Job Aid

The CenturyLink CLEC Badge Access Request Web site allows CLEC Single Point(s) of Contact (SPOCs) the ability to request badges and/or keys for access to CenturyLink premises. SPOCs may request new access, changes to existing access, or delete facility access.

Users should refer to the [Collocation – CenturyLink™ Premises Access Overview](#) business procedure for specific information regarding access requests.

This job aid is not intended to be all inclusive, but rather as a general guideline to assist users in navigating the Web site.

The CLEC Badge Access Request Web site is located at the following URL:
<https://psba.centurylink.com/Badging/clec.html>

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Login Information Page

Login Information

New CLEC Collocator Employee/Contractor Badge Requests

CenturyLink Collocator employees or contractors requiring access to CenturyLink facilities for a period of thirty days or longer are required to request a CenturyLink photo identification access card (badge). The process requires that the Competitive Local Exchange Carrier (CLEC) Single Point of Contact (SPOC) submit an electronic facility request form on behalf of the CLEC employee or contractor using the link provided below.

NOTE: CLEC SPOCs that have not yet been provided with login credentials for the CenturyLink CLEC Badge Access Request Web site must first request a CenturyLink External Facility Only Corporate User ID (CUID) and password. The form and E-mail address necessary to request the login credentials, along with other helpful information, is located in the [Collocation - CenturyLink Premises Access Overview](#)

Existing CLEC Badge User Change Requests

Collocators with an existing CenturyLink-issued photo identification access card (badge) may request renewal of badges, change/add access requirements, request deactivation, report badges as lost/stolen or as damaged/defective. Card holders are required to have the CLEC SPOC complete and submit an electronic facility access request using the link below. The request will be submitted to the CenturyLink Collocation Manager for approval and then forwarded to the CenturyLink Physical Security Access Control Center (ACC) to add/change/remove access.

[Click here to enter the CenturyLink CLEC Badge Access Request Web site](#)

Login Page



Welcome to CenturyLink

Please enter the username and password you use to login to your computer.

Username:

Password:

SAVVIS users: Log in with your CenturyLink ID and password, rather than your PC credentials. For technical assistance, contact the Savvis IT Service Desk by opening an [IT Web Ticket](#).

CLEC SPOCs log in to the Web page using credentials provided by CenturyLink.

NOTE: CLEC SPOCs that have not yet been provided with login credentials for the CenturyLink CLEC Badge Access Request Web site must first request a CenturyLink External Facility Only Corporate User ID (CUID) and password. The form and E-mail address necessary to request the login credentials, along with other helpful information, is located in the [Collocation – CenturyLink™ Premises Access Overview](#).

User Type Page

Facility Access Control Request Form

User Type : **New User** - User who does not have a CenturyLink Badge
 Existing User - User who already has a CenturyLink Badge

1. Click radio button next to New User to request new CenturyLink premises access
2. Click radio button next to Existing User to make changes or delete access for a CLEC employee that already has access to CenturyLink premises
3. Click Next

New User Details Page

Facility Access Control Request Form

New User Details


Client First Name* :

Client Middle Name :

Client Last Name* :

Client Phone No.* :

Client E-Mail* :

Expiration Date* : 

*The expiration date should not be greater than 1 year from the current date.

1. Complete the form fields:
 - Client First Name
 - Client Middle Name (if applicable)
 - Client Last Name
 - Client Phone Number
 - Client E-Mail
 - Expiration Date (as noted, the expiration date should not be greater than 1 year from the current date)
2. Click Next

Facility Access Control Request Form

Access Type* : **Badge** - Anyone who will be on CenturyLink premises for a period of more than thirty days must wear a CenturyLink-issued photo identification card (badge) visible on or above the waist responsible for the CenturyLink space being requested on the form. The badge is to be used on all doors that currently maintain functioning card access readers.

Request Type* :

3. Choose Access Type radio button
Note: Screen capture has been cropped. The statement next to the Badge option states as follows: Anyone who will be on CenturyLink premises for a period of more than thirty days must wear a CenturyLink-issued photo identification card (badge) visible on or above the waist at all times. Facility access is added to the badge upon authorization of the CenturyLink sponsor who is responsible for the CenturyLink space being requested on the form. The badge is to be used on all doors that currently maintain functioning card access readers.
4. In the Request Type drop down field, choose Badge-New
5. Click Next

Facility Access Control Request Form

Access Information

Days Of Access* : OR All days in week

Time Of Access* : Daily 24 hours
Time From : **Time To :**

Access Locations Details

Building Search :

Building Search :

Building Search :

Building Search :

Building Search :

If you do not see the facility to which you require access, please contact the Access Control Center (ACC) for assistance.
 Primary Contact: [CTL Physical Security](#) 1-888-261-9483

*Reason For Access should specifically state the work to be performed or application will be rejected

Reason For Access* : Max. 2000 Chars

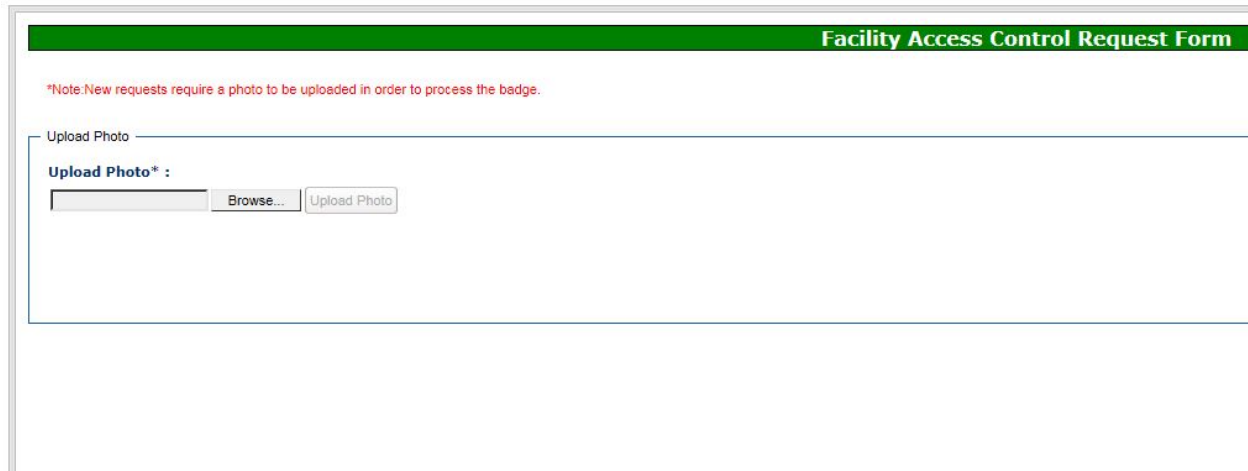
6. Choose Days Of Access requested from the drop down options, or click in All days in weeks check box

7. Choose Time Of Access (Daily or 24 hours)
8. If Daily is chosen, complete Time From and Time To information by choosing from the drop down options
9. Choose up to five (5) building searches; click the “binoculars” icon for search fields

Regional Planner for additional assistance.' At the bottom of the dialog are 'OK' and 'Cancel' buttons." data-bbox="172 214 939 676"/>

- a. Choose the Facility Type from the drop down options (in most cases, CLECs will choose Central Office)
 - b. If the Building ID Address, City, and/or Zip Code is known, those fields may be populated
 - c. Choose State from the drop down options
 - d. Click Search
 - e. Choose a Single Location from the search results
 - f. Click OK
 - g. Repeat previous steps for the remaining four (4) buildings, if necessary
- Note:** If you do not see the facility to which you require access, please contact the Access Control Center (ACC) for assistance. Primary Contact: [CTL Physical Security](#) 1-888-261-9483. If your employee requires access to more than five buildings,

- continue with the New Access set up until it is completed and then additional buildings can be added via the Update Existing User option, five buildings at a time for as many buildings as necessary.
10. Complete the Reason For Access field (Reason For Access should specifically state the work to be performed or application will be rejected)
 11. Click Next

A screenshot of a web form titled "Facility Access Control Request Form". At the top, there is a green header bar with the title in white. Below the header, a red note reads: "*Note: New requests require a photo to be uploaded in order to process the badge." Underneath the note is a section titled "Upload Photo" with a horizontal line. Below this line, the text "Upload Photo*" is followed by a file input field, a "Browse..." button, and an "Upload Photo" button.

New requests require a photo to be uploaded in order to process the badge.

12. Browse for a digital photo file to be included with the new badge access request
13. Choose digital file and click Upload Photo
14. Click Next

Facility Access Control Request Form

Shipping Method* :

Shipping Address* : Requester's Address
 Enter Address manually

Shipping Address Details

First Name* :

Middle Name :

Last Name* :

Street Address* :

Floor/Room/Suite :

City* :

State* :

Country* :

Zip Code* :

Phone Number* :

E-Mail :

Note: In the screen capture above, not all fields appear at once. Once Shipping Method field has been completed, Shipping Address options appear. Finally, after Shipping Address option has been selected, Shipping Address Details appear.

15. Choose Shipping Method from drop down options
16. Choose Shipping Address (If Requester's Address is chosen, fields are automatically pre-populated with the SPOC's address. Otherwise, choose Enter Address manually and complete required fields)
17. Click Next
18. Validate that information is correct on the resulting Summary screen and either click Back to make corrections, or click Submit.

Existing User Details Page

Facility Access Control Request Form

Select User

Last Name :

First Name :

SAP ID :

ADID :

Search Result	Selected User
Otester, Freddy [CXJACK8]	Drag and Drop or use the arrow keys to add or remove user here.

1. For existing users, complete at least Last Name and First Name
2. Click Search
3. Choose from Search Result
4. Highlight user to be updated
5. Click the arrow to move user to Selected User
6. Click Next

Facility Access Control Request Form

Badge - Anyone who will be on CenturyLink premises for a period of more than thirty days must wear a CenturyLink-issued photo identification card (badge) visible on or above the waist responsible for the CenturyLink space being requested on the form. The badge is to be used on all doors that currently maintain functioning card access readers.

Access Type* : **Brass Keys** - Brass Keys is used for perimeter access to many CenturyLink sites that are not accessed by access card or other electronic access media. *Anyone requesting Brass Key(s)*

TRACcess - TRACcess is the trade name of a system of electronic keys and locks, including TRAC-Key, TRAC-Lock, and TRAC-Vault that are commonly found on remote sites such as CenturyLink Photo ID Badge.

Request Type* : ?

7. Choose Access Type by clicking on radio button

Note: Screen capture has been cropped. The following information is presented beside each access type:

Badge: one who will be on CenturyLink premises for a period of more than thirty days must wear a CenturyLink-issued photo identification card (badge) visible on or above the waist at all times. Facility access is added to the badge upon authorization of the CenturyLink sponsor who is responsible for the CenturyLink space being requested on the form. The badge is to be used on all doors that currently maintain functioning card access readers.

Brass Keys: Brass Keys is used for perimeter access to many CenturyLink sites that are not accessed by access card or other electronic access media. Anyone requesting Brass Key(s) must already have a current active CenturyLink Photo ID Badge.

TRACcess: TRACcess is the trade name of a system of electronic keys and locks, including TRAC-Key, TRAC-Lock, and TRAC-Vault that are commonly found on remote sites such as Right-of-Way buildings, CEVs, and Huts. Anyone requesting TRACcess must already have a current active CenturyLink Photo ID Badge.
8. From either of the three Access Type options, choose a Request Type from the drop down options:
 - For Badge, choose either Renew, Change/Add, Deactivate, Lost/Stolen, or Damaged/Defective
 - For Brass Keys, choose either New, Lost/Stolen, Damaged/Defective, or Transfer
 - For TRACcess, choose either New, Change/Add, Deactivate, Lost/Stolen, or Damaged/Defective
9. Click Next

Facility Access Control Request Form

Access Information

Days Of Access* : OR All days in week



Time Of Access* : Daily Time From : Time To :



24 hours



Access Locations Details



*Note: No current access will be removed by making any of these selections.



Retain Current Access

Building Search :  

Building Search :  

Building Search :  

Building Search :  

Building Search :  

If you do not see the facility to which you require access, please contact the Access Control Center (ACC) for assistance.
Primary Contact: [CTL Physical Security](#) 1-888-261-9483

*Reason For Access should specifically state the work to be performed or application will be rejected

Reason For Access* : Max: 2000 Chars

Scope of Work

*Required for Non-CenturyLink Employees

<input type="checkbox"/> IOF/COLLO	<input type="checkbox"/> WIRELESS	<input type="checkbox"/> OPS
<input type="checkbox"/> ENGINEERING	<input type="checkbox"/> POWER	<input type="checkbox"/> REAL ESTATE
<input type="checkbox"/> SWITCH	<input type="checkbox"/> AC-ELECTRICAL	<input type="checkbox"/> OTHER

10. Complete Access Information as described in the New User section above
11. Complete Access Locations Details as described in the New User section above
12. Complete Scope of Work section
13. Validate that information is correct on the resulting Summary screen and either click Back to make corrections, or click Submit.