

Tutorial Index

Access Requests

- [Locating the Key/Card/Admin Request Page](#)
- [Make an Access Request: Step 1 - Select Rooms](#)
- [Make an Access Request: Step 2 - Check Training Records](#)
- [Make an Access Request: Step 3 – Submit a Form](#)
- [View Access Request Status](#)

Trainings

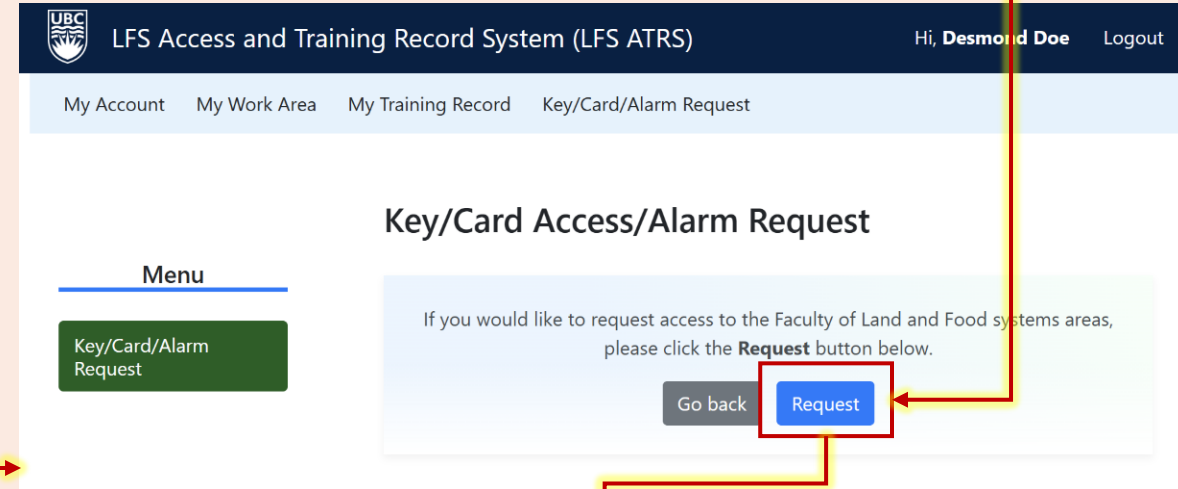
- [Upload Training to Profile](#)

Locating the Key/Card/Admin Request Page

1. Login to the LFS ATRS system using your CWL login information.

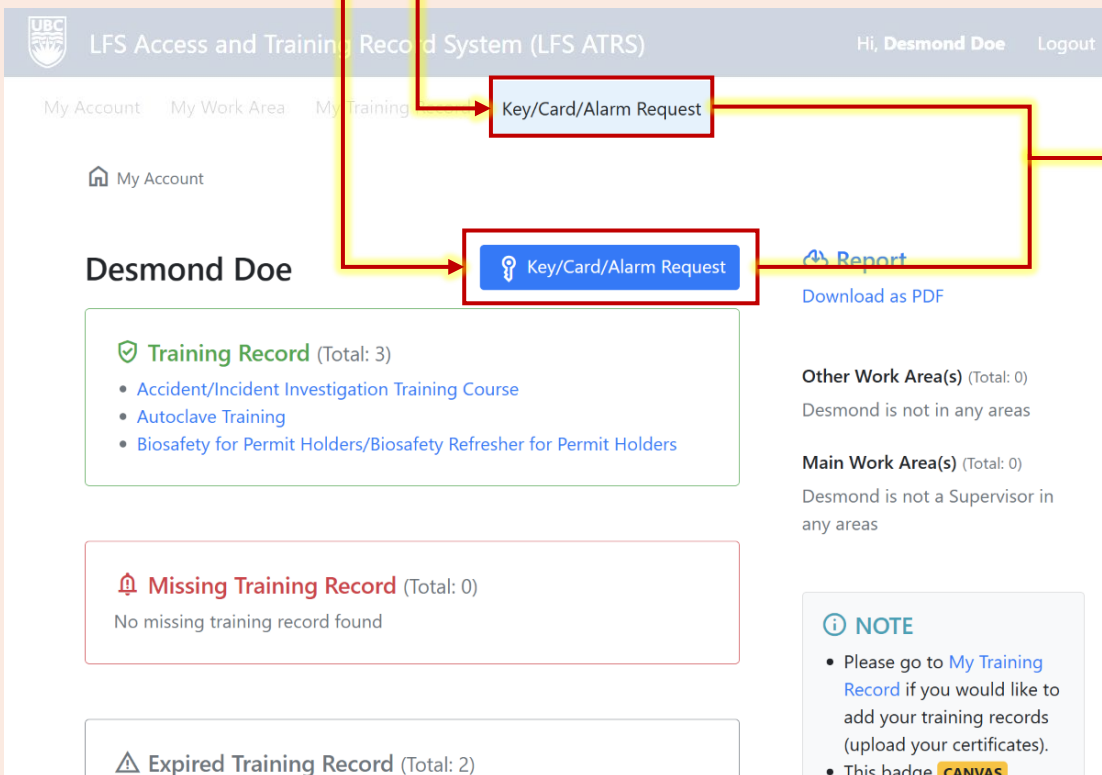
2. Click the **Key/Card/Alarm Request** button on the home page or click *Key/Card/Alarm Request* in the top menu.

3. Click the **Request** button to make an access request.



4. Follow the instructions to create the new access request.

See **Make an Access Request: Step 1, Step 2, and Step 3** for a detailed guide.



Make an Access Request: Step 1 - Select Rooms

1. Select the room's **building** from the *Select Building* dropdown.

2. Select the room's **floor** from the *Select Floor* dropdown.

3. **Locate** the room in the table and **check** the checkbox located in the *Select* column. Multiple rooms can be selected in a single request.

! CAN'T FIND THIS PAGE?

See *Locating the Key/Card/Admin Request Guide*. Or go to *Key/Card/Alarm Request Page* and click the blue *Request* button on the top of the home page.

- You may select multiple rooms.
- The **Card Access** system provides key card access to enter the room.
- If the **Alarm** is **YES**, an alarm system operates in the room.

Select Building Select Floor

Select	Room Number	Areas	Required Trainings	Key?	Card Access?	Alarm?
Select a building and a floor to view the list of rooms						

Your Selected Rooms

Your selected rooms will be displayed here

Click the [Continue](#) button below to proceed

Go back

Continue

MacMillan (MCML) 2nd

Select	Room Number	Areas	Required Trainings	Key?	Card Access?	Alarm?
☒	202		• Chemical Safety/Chemical Safety Refresher • LFS General Guide • New Worker Safety Orientation • Preventing and Addressing Workplace Bullying and Harassment • Preventing and Responding to Sexual Misconduct • Privacy & Information Security - Fundamentals Part 1 Online • Privacy & Information Security - Fundamentals Part 2 Online • Workplace Violence Prevention Training	YES	NO	YES
☐	202A		• Chemical Safety/Chemical Safety Refresher • LFS General Guide • New Worker Safety Orientation • Preventing and Addressing Workplace Bullying and Harassment • Preventing and Responding to Sexual Misconduct • Privacy & Information Security - Fundamentals Part 1 Online • Privacy & Information Security - Fundamentals Part 2 Online • Workplace Violence Prevention Training	NO	NO	YES

Your Selected Rooms

1	MCML - 2nd	Room 202	Del
2	UBC Farm - 1st	Room Farm Centre Entrance	Del
3	UBC Farm - 1st	Room Farm Centre Office	Del
4	UBC Farm - 1st	Room Farm Gate	Del
5	UBC Farm - 1st	Room Toolshed	Del

Delete All

4. **Verify** that all rooms to be requested appear in the *Your Selected Rooms* table.

Need to remove a room? Added rooms can be removed by clicking the **Del** button.

5. Click **Continue** to proceed to the next step.

Click the [Continue](#) button below to proceed.

Go back

Continue

! INFO

Each room has associated areas, trainings, and access types. **Key?** **Card Access?** **Alarm?** show which types of access will be requested for the room.

Make an Access Request: Step 2 - Check Training Records

1. Review the room information.

Step 2 - Check Training Records

2. Click **View** in the *Required Trainings* column to see room-specific trainings.

Room Information

#	Building	Floor	Room Number	Areas	Required Trainings	Key?	Card Access?	Alarm?
1	UBC Farm	1st	Farm Centre Entrance		View	YES	NO	NO
2	UBC Farm	1st	Farm Centre Office		View	YES	NO	YES
3	UBC Farm	1st	Farm Gate		View	YES	NO	NO
4	UBC Farm	1st	Toolshed		View	YES	NO	NO

Required Trainings

- New Worker Safety Orientation
- Preventing and Addressing Workplace Bullying and Harassment
- Preventing and Responding to Sexual Misconduct
- Privacy & Information Security - Fundamentals Part 1 Online
- Privacy & Information Security - Fundamentals Part 2 Online
- UBC Farm Part 2 - Safety Orientation
- Workplace Violence Prevention Training

3. Review *Summary of Training Records* for any trainings that are **MISSING** or **EXPIRED**.

Summary of Training Records

#		Missing?	Expired?
1	New Worker Safety Orientation ✓	NO	NO
2	Preventing and Addressing Workplace Bullying and Harassment ✓	NO	NO
3	Preventing and Responding to Sexual Misconduct ✓	NO	NO
4	Privacy & Information Security - Fundamentals Part 1 Online ✓	NO	NO
5	Privacy & Information Security - Fundamentals Part 2 Online ✓	NO	NO
6	UBC Farm Part 2 - Safety Orientation	MISSING	NO
7	Workplace Violence Prevention Training ✓	NO	NO

Fulfilled trainings have a green checkmark

The table will display either **MISSING** or **EXPIRED** in the corresponding table column.

4. Scroll below the *Summary of Training Records* to view the Training Record message. The message will either read:
a) Action Needed: Training Incomplete or Training Expired
b) Success: Training complete

a) Training Incomplete/Expired

If there are Missing or Expired Trainings, the missing trainings *must be uploaded to the system** and the user **may not proceed with the request.**

⚠ Action Needed: Training Incomplete or Training Expired

Our records indicate that you have not yet completed the required trainings, or some of your trainings have expired. Please see the detailed information below.

- Number of Missing Trainings: **1**
- Number of Expired Trainings: **0**

Your request cannot be processed until all required training certificates have been uploaded to [My Training Record](#). Please go back and try to select rooms again, or try again later. Thanks.

[Go back](#)

ⓘ TRAINING MISSING OR EXPIRED?

See [Upload Training to Profile](#) for directions on how to add trainings to your profile.

b) Training Complete

If there are no Missing or Expired Trainings, **Click Continue** to proceed to the next step.

SUCCESS: TRAINING COMPLETED

Our records indicate that you have completed all required trainings, so please continue to submit a request form, or go back to select more rooms.

[Go back](#)

[Continue](#)

Make an Access Request: Step 3 – Submit a Form

1. Fill out the form, ensuring to answer all required questions with a red asterisk (*).

Depending on the selected **UBC Affiliation**, additional information may be required, such as:

- Employee ID
- UBC student number

2. Scroll to the bottom of the page and **check the I agree** checkbox.

Please verify that all information is correct and all requirements to proceed have been met.

3. Click Submit to submit the access request.

Requirement to Proceed: *

I understand this request will not be processed until all my required training certificates have been uploaded to [My Training Record](#). For undergraduate students who need access to FNH labs, please contact your supervisor.

☐ I agree

Once submitted, it cannot be changed. Please review carefully before clicking the Submit button.

Go back

Submit

Applicant First Name: *	Katie
Applicant Last Name: *	Bell
UBC CWL User Name: *	Test_User1
Applicant UBC Email: *	kbell@example.ubc.ca
Applicant Role in LFS:	 (Maximum characters: 100)
Applicant UBC Affiliation: *	☐ I have a UBC employee ID ☐ I am an undergraduate student with a UBC student number ☐ I am a graduate student with a UBC student number ☒ I do not have a UBC Card. Apply at ubccard.ubc.ca. Access cannot be granted without one.
Supervisor: *	Select
After Hours Access: *	☐ Yes, I will need after hours access ☐ No, I will not need after hours access (Regular building hours are from 7:30AM- 5PM Monday to Friday. If after hours access is required, please be sure to request entrance access.)
Additional Comments:	

CAN'T SEE THE FORM?

Scroll down past the info messages at the top of the page. The form's first four fields are already filled for you.

If there are missing or invalid fields, the submission will fail and an error message will state what was incorrect/missing.

4. On a successful submit, the page will redirect to the Key/Card Access/Alarm Request home page, including the new created request.

Please see "View Access Request Status" for the next steps.

View Access Request Status

1. Navigate to the Key/Card Access/Alarm Request page.

Key/Card Access/Alarm Request

3. Click View in the Form Details col. to open the Request Details popup.

History (Total: 6)

#	Number of Rooms	Form Details	Status	Submitted Date	Expiry Date
6	3	View	PENDING BY SUPERVISOR	Nov. 5, 2025 2:47 p.m.	None
5	1	View	PENDING BY SUPERVISOR	Nov. 5, 2025 2:40 p.m.	None
4	1	View	PENDING BY SUPERVISOR	Nov. 5, 2025 2:38 p.m.	None
3	0	View	APPROVED	Nov. 5, 2025 1:40 p.m.	None
2	1	View	PENDING BY SUPERVISOR	Nov. 5, 2025 1:35 p.m.	None
1	3	View	PENDING BY SUPERVISOR	Nov. 3, 2025 3:39 p.m.	None

First < 1 > Last

OPENS

4. Click the Selected Rooms tab in the Request Details popup.

Request Details			
Selected Rooms Form Details Training Records			
#	Building & Room Info	Required Trainings	Approved?
1	MAIN 4th - Room 101 • MCML 264 (Learning Centre)	- LFS General Guide - New Worker Safety Orientation - Preventing and Addressing Workplace Bullying and Harassment - Preventing and Responding to Sexual Misconduct - Privacy & Information Security - Fundamentals Part 1 Online - Privacy & Information Security - Fundamentals Part 2 Online - Workplace Violence Prevention Training	✗
2	MAIN 4th - Room 102 • MCML 264 (Learning Centre)		✓
3	MAIN 4th - Room 103 • MCML 264 (Learning Centre)		✓

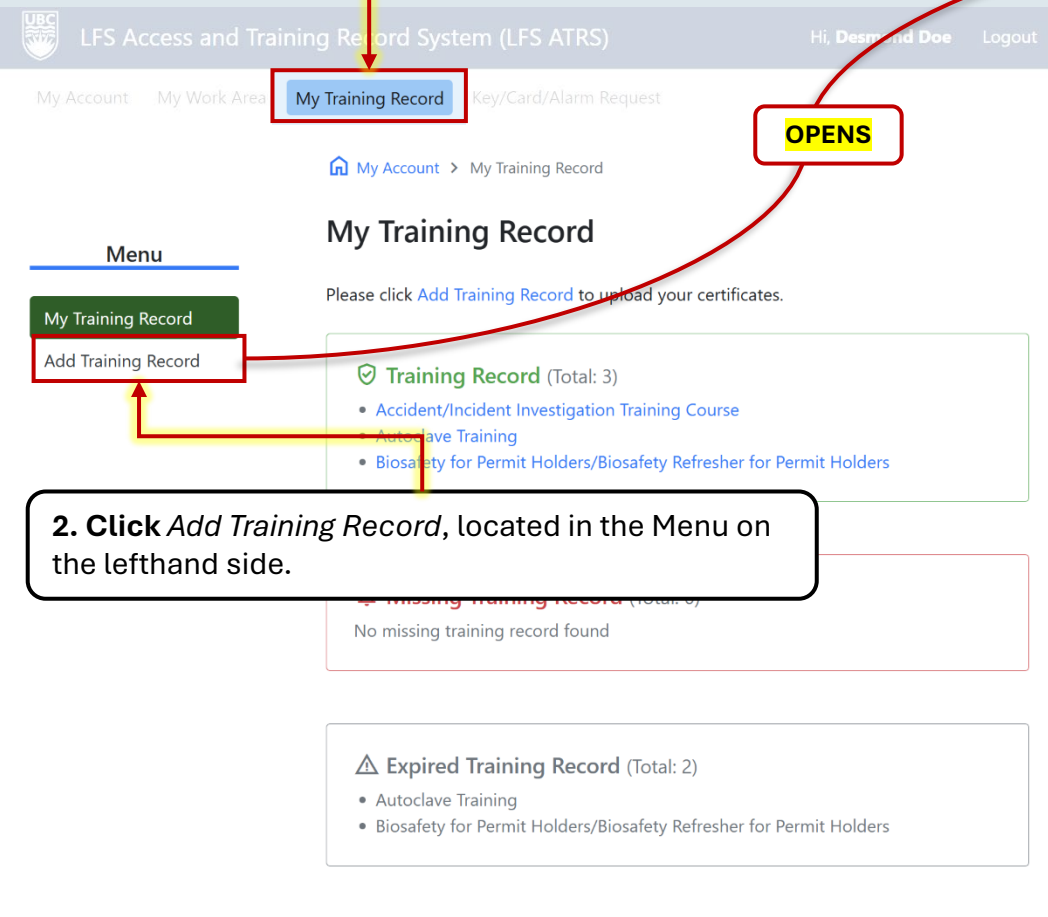
To review the form details, click the Form Details tab.
To review the required trainings, click the Training Records tab.

If there is a green APPROVED badge in the Status column, every room in the request has been approved.

5. View the Approved? col. to see which rooms have or haven't been approved yet.

Upload Training to Profile

1. Navigate to the *My Training Record* page by clicking the corresponding menu option in the top navigation bar.



2. Click Add Training Record, located in the Menu on the lefthand side.

3. Select a training from the *Training* dropdown menu.

4. Upload the certificate file by **clicking the Choose File** button and selecting the file from your device.

5. Select the *Completion Date* by clicking the **date picker** and choosing the desired date.

6. Click Add Training Record to upload the training to profile.

