



Obtaining a Badge During COVID-19 Public Health Threat Job Aid

April 2020

Version 1.1



The Obtaining a Badge During COVID-19 Public Health Threat Job Aid is intended solely for the information and internal use of *Exelon Corporation*, and is not intended to be and should not be used by any other person or entity. No other person or entity is entitled to rely, in any manner, or for any purpose, on this Job Aid.

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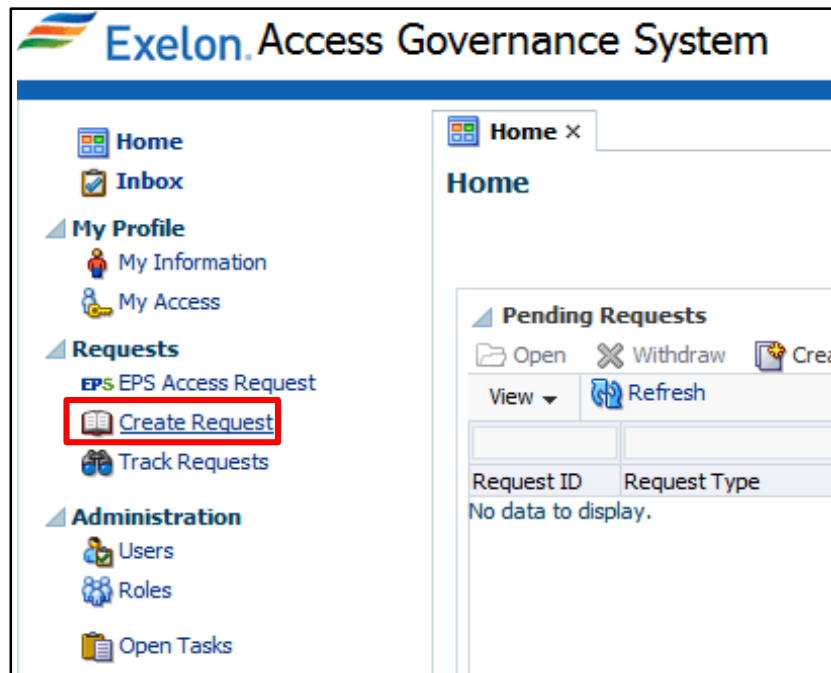
Badge Centers

Identity and Access Management Services will be offering New Hire Badge Requests and Replacement Badge Requests for all employees and contractors until office restrictions are lifted.

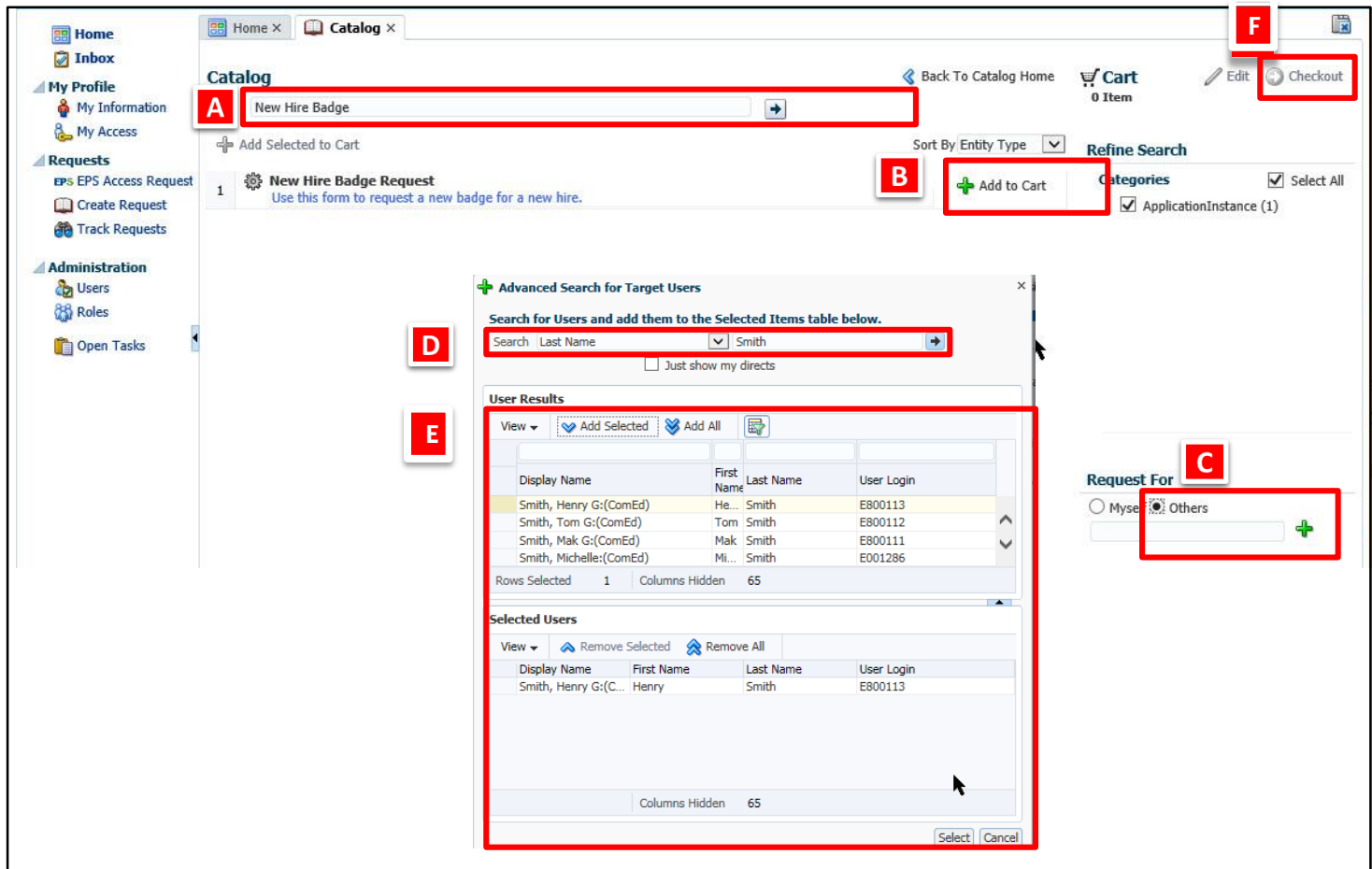
New Hire Badge Request

Step	Action
1.	<ul style="list-style-type: none">• Before submitting a request please ensure the photo you will be uploading meets the following requirements:• Photo must be in front of a white background.• Subject must be centered in the frame.• Photo should include top of head to top of shoulders only.• No dark lens eyewear.• No headwear unless for religious purposes.• Send photos in JPEG format titled with the user's name and employee number (Ex: JaneDoe123456.JPG).• The photo's pixel resolution must be at least 640 pixels wide by 480.

New Hire Badge Request

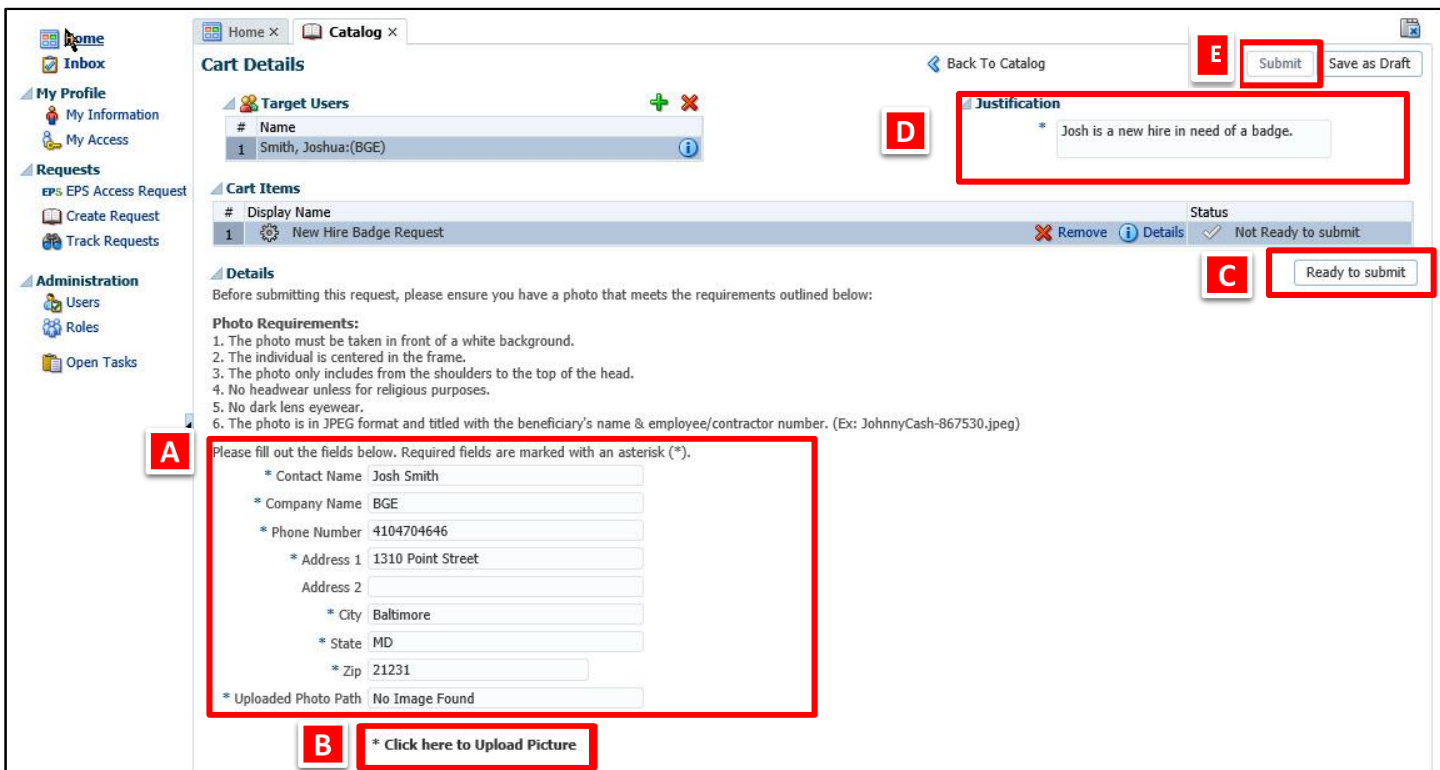


Step	Action
2a.	<ul style="list-style-type: none"> Go to the Access Governance System (AGS) homepage by pasting the following link in your browser: https://ags.exeloncorp.com/identity
2b.	<ul style="list-style-type: none"> From the AGS Homepage, click on Create Request from the left panel



The screenshot shows the 'Catalog' page with a search bar containing 'New Hire Badge' (A). Below the search bar is a list of items, including 'New Hire Badge Request' (B). To the right, there is a 'Request For' section with 'Others' selected and a green plus button (C). An 'Advanced Search for Target Users' window is open, showing a search for 'Smith' (D) and a list of users. One user, 'Smith, Henry G:(ComEd)', is selected, and the 'Add Selected' button is clicked (E). At the bottom right of the main interface, the 'Checkout' button is highlighted (F).

Step	Action
3.	A Search for “ New Hire Badge Request ” in the Catalog Search box and click the arrow to search.
4.	B Select “ New Hire Badge Request ” and click Add to Cart .
5.	C Select “ Others ” and Click the green plus button. A new window will display that will allow you to search for your worker.
6.	D Select the field you would like to search on, type your search term, and select the arrow to search
7.	E Select the New Hire’s name, click on add selected, and then click the select button at the bottom of the window
8.	F Click the Checkout button.



Cart Details

Back To Catalog

Target Users

#	Name
1	Smith, Joshua:(BGE)

Cart Items

#	Display Name	Status
1	New Hire Badge Request	Not Ready to submit

Details

Before submitting this request, please ensure you have a photo that meets the requirements outlined below:

Photo Requirements:

1. The photo must be taken in front of a white background.
2. The individual is centered in the frame.
3. The photo only includes from the shoulders to the top of the head.
4. No headwear unless for religious purposes.
5. No dark lens eyewear.
6. The photo is in JPEG format and titled with the beneficiary's name & employee/contractor number. (Ex: JohnnyCash-867530.jpeg)

Please fill out the fields below. Required fields are marked with an asterisk (*).

* Contact Name Josh Smith

* Company Name BGE

* Phone Number 4104704646

* Address 1 1310 Point Street

Address 2

* City Baltimore

* State MD

* Zip 21231

* Uploaded Photo Path No Image Found


* Click here to Upload Picture

Justification

* Josh is a new hire in need of a badge.

Ready to submit

Submit **Save as Draft**

Step	Action
9.	A Enter in the requested information in the fields at the bottom of the page. When you select a text box, additional instructions will appear.
10.	B Select "Click here to  pload Picture" and follow the instructions that display to attach a photo to your request.
11.	C Once the information is entered and your photo is attached, click the Ready to submit button (formerly labeled as Validate Form).
12.	D Enter a Justification for your New Hire Badge Request.
1?	<p>Identity and Access Management Services will be offering New Hire Badge Requests and Replacement Badge Requests for all employees and contractors until office restrictions are lifted.</p> <p>E Click Submit, if the request is ready for approval; if not ready (i.e., there is missing detail information that can be added at a later time) click Save as Draft.</p> <ul style="list-style-type: none"> Note: Once you submit the request, it will go to the New Hire's Manager for approval, and then to the IAMS team for fulfillment.



Request a Replacement Badge During COVID-19 Public Health Threat Job Aid

March 2020

Version 1



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Requesting a Replacement Badge



Step	Action
1a.	<ul style="list-style-type: none"> Go to the Access Governance System (AGS) homepage by pasting the following link in your browser: https://ags.exeloncorp.com/identity
1b.	<ul style="list-style-type: none"> From the AGS Homepage, click on Create Request from the left panel

The screenshot shows the 'Catalog' page. At the top, there are tabs for 'Home' and 'Catalog'. Below the tabs, the 'Catalog' title is followed by a search bar containing 'Request Replacement Badge'. To the right of the search bar is a button with a right arrow. Below the search bar is a button labeled '+ Add Selected to Cart'. On the right side of the page, there are links for 'Back To Catalog Home', a shopping cart icon with '1 Item', an 'Edit' button, and a 'Checkout' button. Below these links, there is a 'Sort By' dropdown menu set to 'Entity Type' and a 'Refine Search' section. The 'Refine Search' section includes a 'Categories' list with 'ApplicationInstance (1)' selected, and a 'Select All' checkbox. A table with one item is visible, with the item name 'Request Replacement Badge' and a description 'This is for users who need a replacement badge only.' Red boxes and letters A, B, and C highlight specific elements: A points to the search bar, B points to the 'Add to Cart' button, and C points to the 'Checkout' button.

Step	Action
3.	A Search for “ Request Replacement Badge ” in the Catalog Search box and click the arrow to search.
4.	B Select “ Request Replacement Badge ” and click Add to Cart .
5.	C Click the Checkout button.

Requesting a Replacement Badge

Cart Details

[Back To Catalog](#)

D

Submit

Save as Draft

Target Users

#

Name

1

Noland, Spenser:(BSC)

C

Justification

*

John Doe is lost his badge and need a re

Cart Items

#

Display Name

1

Request Replacement Badge

Remove

Details

Status

Not Ready to submit

Details

B

Ready to submit

Please fill out the fields below. Required fields are marked with an asterisk (*).

A

* Contact Name

John Doe

* Company Name

Exelon Corporation

* Phone Number

18005506154

* Address

1310 Point Street

Address 2

* City

Baltimore

* State

MD

* ZIP

21231

Step	Action
4.	<div>A</div> Enter in the requested information in the fields at the bottom of the page. When you select a text box, additional instructions will appear.
5.	<div>B</div> Once the information is entered, click the Ready to submit button.
6.	<div>C</div> Enter a business justification for the replacement badge request in the Justification field. <p>Identity and Access Management Services will be offering New Hire Badge Requests and Replacement Badge Requests for all employees and contractors until office restrictions are lifted</p>
7.	<div>D</div> Click Submit , if the request is ready for approval; if not ready (i.e., there is missing detail information that can be added at a later time) click Save as Draft . <ul style="list-style-type: none"> Note: Once you submit the request, it will go to the Remote User's Manager for approval, and then to the IAMS team for fulfillment.