

General Access - Additional Site Access (Cross Site Access) Policies by Worker Type

General Access: is verified by Intel's badge access system prior to building entry and at other internal general access entry points in compliance with Intel's access control policy. General access is assigned by the access control system based upon worker type. Badge Office and Lobby officers are not permitted to make exceptions to Intel's access policies. Workers who do not have general site access may not enter a site (to include obtaining new/replacement or rebadging services) unless the worker has the site's general access entitlement. If required, please apply for the required access via Intel's Access Provisioning Module (APM).

NOTE: If the manager or Intel sponsor of record assigns the worker to a "virtual" status in the system of record, the worker will not receive "General Access" to any Intel building.

	Regular Employee	Intel Contract Employee (ICE)	Summer Hire (Intern)	Contingent Worker	Privileged Visitor	Guest	Integrated Subsidiary Worker
General Access to Virtually All Intel Facilities	X						X
No General Access Assigned by system					X	X*	
General access assigned by system only at home Site		X	X	X			

*Eligible for Escorted Guest Badging only via the Guest Registration Tool (GRT)

**<https://guestregistration.intel.com/>

Contingent Workforce (CW):

CW's receive general access only to their home site of record in Fieldglass per Intel policy. When a CW plans to travel to another location, they must first request additional site access via the Access Provisioning Module (APM). The approval decision defaults to the CW's Intel sponsor of record. Access policy: Until the APM general access entitlement for the additional site's access is approved by the intel sponsor of record granting general site access, the CW may not enter the additional facility. CW's with active assignment records may not be escorted into any Intel facility as a guest as a convenience or as a means to bypass Intel's access policy.

New, rebadging, or replacement badging CW's appearing for badging at other than their Fieldglass home site are required to have general access at their current physical location prior to receiving badging services.

Privileged Visitors (PV):

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All General Access for Privileged Visitors must be applied for in advance of need via APM. The approval decision defaults to the PV's Intel sponsor of record. Until the APM general access entitlement is approved by the intel sponsor of record granting general site access, the PV may not enter the Intel facility. PV's with active assignment records may not be escorted into any Intel facility as a guest as a convenience or as a means to bypass Intel's access policy.

New, rebadging, or replacement badging PV's appearing for badging required to have general access at their current physical location prior to receiving badging services.

Access Provisioning Module (APM) Job aid for Additional Site General Access Requests:

1. CW/PV Workforce members who do not have an Intel Network Account/Access must contact their Employer or Intel Sponsor who may apply for additional site access in APM on behalf of the worker.
2. Visit ****<https://securityportal.intel.com>** and >> Click Access Provisioning Module.
3. At your APM Dashboard >> Click Request Access "For me and others"
4. In the Search for Entitlements dialog box, search for >> "General Access" or use the entitlement 'tree' to locate the General Access Entitlement for the Intel facility.
Note: General Access Entitlement are specific to the workers type, e.g., Privileged Visitor only – Contingent Worker only – Intel Contract Employee, Summer Hire, Subsidiary Worker only.
5. Mouse over and >> Check the desired entitlement, then >> click next at the bottom of the screen.
6. APM defaults to "Request Access for Myself" if requesting access for "Other People" >> Check only the applicable radio buttons.
7. Select the desired Access Period and provide a detailed justification.
8. Click Submit at the bottom of the screen. Your request will now be sent to the approvers to be processed. The requestor and workers with Intel enterprise accounts will receive email notifications.

Note: APM defaults approval to the Intel Manager or Sponsor of Record. Persons appearing in the visible approval flow do not receive and cannot approve additional site access requests. If the Intel Manager or Sponsor is out of the office without having delegated their APM approvals a help ticket may be submitted at

****<http://goto.intel.com/Badge-Help>.**

APM Training link:

****<https://intel.sharepoint.com/sites/AccessProvisioningModuleAPM/Training%20Repository/Forms/AllItems.aspx>**

****Link requires access to the Intel network**