This guide serves as a quick reference for FCC employees to provide required notification of their intent to access an FCC facility during applicable phases of its Reentry Plan. Follow the instructions on this guide for simple and easy completion of the FCC Facility Access Notification System (FANS) process.

INSIDE VDI (Recommended)

Click https://fccprod.servicenowservices.com/fans

If you are not already logged into ServiceNow/OKTA, this may bring you to the ServiceNow/Okta login screen

Sign-in w	ith your Federal Communications Commission account to access ServiceNow - Production
	FCC Federal Communications Commission
	Sign In
Us	ername
а	ndrea.simpson@fcc.gov
Pa	ssword
	Remember me
	Sign In
	OR
	Sign in with CAC / PIV card

Login using your FCC username/password, click Sign In.

This will take you to the FCC Facility Access Notification System page. **Click the SUBMIT FACILITY ACCESS NOTIFICATION** to open the notification form.

Notification System (FANS)		William S	teele
		ion	
FCC Facility A	ccess Notificat	ION	
All staff must utilize this portal to notify the FCC follow all applicable safety protocols, including,	of their intent to access an FCC facility pursuant to the but not limited to the safety protocols outlined in the	FCC's Phased Reentry and Post-Entry Plan. When FCC's COVID-19 Workforce Safety plan.	accessing an FCC facility, staff must
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If you have any issues accessing the FANS application, please contact <u>COVID_RESPONSE@fcc.gov</u> for assistance.

NOTIFICATION FORM

Your name will automatically populate within the form (i.e. where black boxes are below). Select desired "FCC Facility to Access" in the dropdown menu.

If not accessing NoMA (FCC HQ), enter your intended date of access. Then click Submit.

Home					
Home					
	> FCC Facility Access Notification				
FCC F	C Facility Access Notificat acility Access Notification	ion			Submit
* Buil	lding Access For			¥	Required information
*FCC	Facility to Access				FCC Facility to Access Date of Access
*Date	e of Access	Ť			

If you select NoMa as the FCC facility access, you will be prompted to complete the following additional fields:

- The floor of your assigned workspace location; and
- That you have a badge that has been activated for use at the new FCC HQ; or have an appointment with SOC for the first day that you are requesting access.

NOTE: To determine the floor of your assigned workspace, you can use the Outlook Directory (e.g. open a blank email, click the "To" field and search for your name; your assigned workspace location is in the location column in the format "Floor#.Workspace#")

NOTE: If you select "No" regarding the badge question, you will not be able to submit the notification form and will receive the following error message: You cannot access FCC HQ without first making an appointment with SOC to obtain an operational badge. Please contact SOC at <u>SOC@fcc.gov</u> to make a badging appointment.

FCC Facility Access Notification System (FANS)		\searrow		
Home > FCC Facility Access Notification				
FCC Facility Access Notification		1	Submit	
* Building Access For	*	Re	equired information	
* FCC Facility to Access	* Assigned Workspace Location		have (1) a badge that has been activated for u	
NoMa × v	None *		Ire you an: Date of Access	
 I have (1) a badge that has been activated for use at the new FCC H access to the new HQ to obtain a new or updated badge. Yes No 	$Q_{\rm f}^{\rm c}$ OR (2) an appointment with SOC for the first day I am requesting			
NOTE: All FCC staff must meet with the Security Operations Center (e.g. to activate turnstiles, open doors within the FCC's secured are reprogramming the badge onsite; for staff with an expired badge, a have not already met with SOC at the new FCC HQ to activate your the first time without first making an appointment with SOC to be	(SOC) to obtain an activated badge that will work at the new FCC HQ a). For existing staff with an unexpired badge, this requires SOC new badge will be issued; new staff will obtain a new badge. If you FCC badge for use at the new FCC HQ, you may NOT access FCC HQ for so on your initial day of arrival/access.			

If you answer Yes to the badging question, you will then be prompted to confirm that you are an FCC employee and whether you are requesting parking at the FCC HQ garage on the day of access.

			Ψ.	Submit
* FCC Facility to Access			*Assigned Workspace Location	
NoMa	×		None v	A
 I have (1) a badge that has been access to the new HQ to obtain a r Yes No 	activated for use at the ne iew or updated badge.	V FCC HQ	; OR (2) an appointment with SOC for the first day I am requesting	Assigned Workspace Location Date of Access
* Are you an:				
· · · · · · · · · · · · · · · · · · ·				
 FCC Employee 				
 FCC Employee * Are you requesting parking at th 	₂ FCC HQ garage?			
 FCC Employee * Are you requesting parking at th Yes 	e FCC HQ garage?			

If you are <u>not</u> requesting parking, enter your date of intended access and click Submit.

If you <u>are</u> requesting parking, enter your date of intended access and identify any of the parking priority categories that apply to you.

🗹 Yes	
🗆 No	
Note: If you request to parl enter and exit the FCC parl garage entrance/exit.	k, you will receive an email notification if your parking request has been approved. Approved parkers may only king garage Monday – Friday, between the hours of 5am and 8pm when a security guard is on duty at the
* Date of Access	
	
* For purposes of parking p submitting a response, you	riorities under 41 CFR §102-74.305, please identify any of the following categories that apply to you. In attest to the truthfulness and accuracy of your response:
 For purposes of parking p submitting a response, you I have a severe, permain facilities in the area 	riorities under 41 CFR §102-74.305, please identify any of the following categories that apply to you. In attest to the truthfulness and accuracy of your response: nent impairment which for all practical purposes precludes the use of public transportation or other parking
 For purposes of parking p submitting a response, you I have a severe, permain facilities in the area I am an SES; FCC Chief Watch Officer or supervisor 	riorities under 41 CFR §102-74.305, please identify any of the following categories that apply to you. In attest to the truthfulness and accuracy of your response: nent impairment which for all practical purposes precludes the use of public transportation or other parking of Staff; the Chief of Staff in a Commissioner's Office; Bureau or Office Chief; Deputy Bureau or Office Chief; or a in the Ops Center
 For purposes of parking p submitting a response, you I have a severe, permain facilities in the area I am an SES; FCC Chief Watch Officer or supervisor On the day I come to th 	riorities under 41 CFR §102-74.305, please identify any of the following categories that apply to you. In attest to the truthfulness and accuracy of your response: nent impairment which for all practical purposes precludes the use of public transportation or other parking of Staff; the Chief of Staff in a Commissioner's Office; Bureau or Office Chief; Deputy Bureau or Office Chief; or a in the Ops Center ne FCC, I will be in a car or van pool with at least one other FCC employee

PARKING NOTE 1: If you request to park, you must select a date of access at least 2 business days in advance. You also may not select a weekend day because parking is only permitted when there is a security guard on duty (i.e. Monday-Friday between the hours of 5am and 8pm). Employees may access

FCC facilities at any time, but outside of these hours the FCC HQ parking garage is closed and not available.

PARKING NOTE 2: If you request to park, you will receive an initial email notification from the IT Service Desk that your access notificaiton and parking request has been received. You will receive a subsequent email if your parking request is approved or denied. Unless you receive an email that your parking request is approved for a given day, you may not park at the FCC HQ garage.

Once all the required fields in the notification form are complete, click Submit.

FCC Facility Access Notification	so notification			
* Building Access For				
			Υ.	Submit
* FCC Facility to Access			*Assigned Workspace Location	
0 NoMa	× *		Floor 3 *	
* I have (1) a badge that has been a	activated for use at the new FCC	HQ;	OR (2) an appointment with SOC for the first day I am requesting	
Yes	iw of updated badge.			
□ No				
* Are you an:				
FCC Employee				
* Are you requesting parking at the	FCC HO garage?			
Yes				
□ No				
Note: If you request to park, you w enter and exit the FCC parking gar garage entrance/exit.	rill receive an email notification age Monday – Friday, between t	if yo he h	ur parking request has been approved. Approved parkers may only ours of 5am and 8pm when a security guard is on duty at the	
* Date of Access			=	
* Date of Access 2021-12-06				
* Date of Access 2021-12-06 * For purposes of parking priorities submitting a response, you attest t	under 41 CFR §102-74.305, plea o the truthfulness and accuracy	ase i of y	dentify any of the following categories that apply to you. In our response:	
* Date of Access 2021-12-06 * For purposes of parking priorities submitting a response, you attest t have a severe, permanent im facilities in the area	: under 41 CFR §102-74.305, ple: o the truthfulness and accuracy pairment which for all practical	of y	dentify any of the following categories that apply to you. In our response: ooses precludes the use of public transportation or other parking	
* Date of Access 2021-12-06 * For purposes of parking priorities submitting a response, you attest t I have a severe, permanent im facilities in the area I am an SES; FCC Chief of Staff; Watch Officer or supervisor in the C	under 41 CFR §102-74.305, ple o the truthfulness and accuracy pairment which for all practical : the Chief of Staff in a Commiss Jps Center	of y purp	dentify any of the following categories that apply to you. In our response: poses precludes the use of public transportation or other parking r's Office; Bureau or Office Chief; Deputy Bureau or Office Chief; or a	

After clicking Submit, the application will bring you back to the landing page. A green message box will pop up indicating that your Facility Access Notification was submitted successfully. You will also receive an automated email from the IT Service Desk that your access notification was received.

fccprod.servicenowservices.com/fans?id=fans_home	Q	☆
Facility Access Notification submitted successfully. NOtification System (FANS)	×	
FCC Facility Access Notification		
All staff must utilize this portal to notify the FCC of their intent to access an FCC facility pursuant to the FCC's Phased Reentry and Post-Entry Plan. When accessing an FCC facility, staff follow all applicable safety protocols, including, but not limited to the safety protocols outlined in the FCC's COVID-19 Workforce Safety plan.	if must	
SUBMIT FACILITY ACCESS NOTIFICATION	>	
Facility Access		
2021-12-06 NoMa		
If you have any issue accessing this application, please contact COVID_RESPONSE@fcc.gov for immediate assistance.		

On the landing page, you can view your recent access request(s).

If you need to cancel a request, click on the request from the landing page. When the request form opens, click the Cancel button.

FCC Facility Access Notification System (FANS)	
Facility Access	
Facility Access Number	Cancelled
	Parking Requested
Building Access For	
0	Ψ
FCC Facility to Access	
NoMa	Ψ.
Assigned Workspace Location	
Floor 4	Ψ
Date of Access	
2021-12-06	
Employee Type	
FCC Employee	*
Cancel	
Cancer	

ACCESSING FANS OUTSIDE of VDI

Prerequisite: Must have Okta Verify authentication app for two-factor authentication

Accessing FANS outside of VDI only works if you have Okta Verify loaded to your smartphone. RSA is not an option. Please access FANS inside of VDI if you don't have Okta Verify. Instructions for downloading and accessing the FCC network via VDI are available in the "<u>Virtual Desktop Guide</u>," which can be accessed at the <u>FCC Employee Portal</u> under the IT Resources Tab.

If you have Okta Verify authentication app installed, to access FANS outside of VDI:

Click https://fccprod.servicenowservices.com/fans

This will bring you to the ServiceNow/Okta login screen

Connecting to servicenew

Federal Communications Commission
Sign In Username
andrea.simpson@fcc.gov
Password
Remember me
Sign In
OR
Sign in with CAC / PIV card

Login using your FCC username/password, click Sign In, then you will be prompted to enter a Okta Verify code:

Sign	-in with your Federal Communications Commission account to access ServiceNow - Production
	Federal Communications Commission
	Okta Verify (iPhone)
	Push sent!
	Or enter code Send push automatically

Once you confirm the code it will take you to the FANS page. Follow the instructions above to submit an access notification.