

UCH ID Badge Scheduling Instructions

Program Coordinator Instructions

For all incoming Interns, PGY2s, and Above:

- **Badges and Secured Access Requests:**
 - GME will send trainee information and photos to UCH for all new incoming residents and fellows, and badges will be made remotely. PCs should pick up the badges from the UCH badging office once all badges for your program are complete and distribute to your trainees. Please contact MetroDenverBadging@uchealth.org to confirm your badges are ready for pick-up starting June 15, 2021. Trainees should not contact UCH Badging directly or pick up their own badges - They must go through their Program Coordinator. All residents/fellows will automatically receive parking and basic door access only.
 - Secured Access Request: The PC must submit online requests for access to secured areas for both interns and PGY2s and above (ED, OR, etc.) online using the Citrix instructions on page 2 of this document. If you have a large program (more than **20** new trainees) you may send a list to MetroDenverBadging@uchealth.org with access needed instead of submitting it online through Citrix.
- **Scrub Access:**
 - New scrubs machines have been installed by ScrubEx. Once trainees receive their badge they can register online at <https://ucolorado.registerscrubxchange.com/login>
 - Follow the instructions, they will need the badge number located on the back, bottom right hand corner.



Anschutz Medical Campus UCH Access Control Office (Badging Office) is located in the Leprino Parking Structure, 12501 E 17th Avenue, next to Jimmy John's, 1st Floor, go through double doors. The phone number is 720-848-8356. The Badging Office is open weekdays starting at 7:30am with last appointment at 2:50pm and closed on weekends and Holidays.

Citrix Instructions

To log in to the UCH Badging System you need to get Citrix Receiver if you do not have this installed already. It is free to install. You will need UCD Credentials to log on.

1. Install Citrix if not already on your computer (must use Internet Explorer)
 - a. <https://www.citrix.com/downloads/citrix-receiver/windows/receiver-for-windows-latest.html>
 - b. Please install Citrix Receiver instead of Citrix Apps
2. After installed, Logon to [UCHealth Apps](#)- switch Domain to University
3. Click on Badge Request
4. A download will begin

Badge Request:

5. <https://uchealth2.saa.sit.com/Default.aspx>
6. Go to site to start the process.

Request Something New



A New IT Request

A general form to request something new from the IT department.



Badge Request

New ID Badge and / or Badge Access request.

Please check all boxes which they may need access to.

Example of form below:



Service Offering: Badge Request

New ID Badge and / or Badge Access request.

Request Detail

Badge Access Request Detail

Review & Submit

Request Detail

* = required

* Requested By (Email)

Ivy.Vanduvall@uchealth.org

* Requested By Phone

Requested For Details

* Request Type

* Employer

* Request Is for

If the person is not listed, then check the User Is Not Listed box below to manually enter their information.

User Is Not Listed

* Manager Email

Additional Comments

