

MSBSD Badge Access FY24

Group	Access	Notes
Single- site permanent MSBSD employees (MSEA, CEA)	General building access to their assigned location in Munis between 6am – 4pm with badge swipe. For off-hours must disarm the building but does not have the ability to unlock.	Custodial, Warehouse, IT, and Facilities, and school office staff fall in a different group.
Multi-site permanent MSBSD employees (I.e., itinerants)	Granted the same access level as single-site employees to one primary site. Access to other school sites is granted between 6am – 4pm only. OTL staff that support multiple sites need access beyond 6am-4pm	Requires departmental coordination with IT to determine which sites staff have access to.
MSPA, EXEC, Custodial, and Safety Staff	Granted access to all sites and able to unlock.	
Warehouse, IT, Facilities	Granted access to all sites but unable to unlock.	
Contractors	Granted access to designated sites and must have a CONTEMP account created by IT.	CONTEMP accounts can be requested through the Knowledge Base .
Co-Curricular Staff	Badge access is available only to paid co-curricular coaches for the location designated in Munis. Granted the same access level as single-site permanent MSBSD employees.	To receive a badge, the school must submit a co-curricular request and the coach must have completed paperwork in HR. Badges will not be granted to coaches who have not completed the necessary hiring documents. Volunteers will not receive badges.
Co-Curricular support staff that are volunteer coaches.	Granted the same access level as single-site permanent MSBSD employees. Volunteers that have been vetted through AR 1240 should receive access based on site administrator discretion/approval- access is on an annual basis.	OPA, Larson Chiropractic, UAA ANSEP Instructors fall within this category. Volunteers must have a CONTEMP account created as well and requests must come through the Knowledge Base . CONTEMP account must be created prior to staff receiving a badge.

Revised 9.12.23