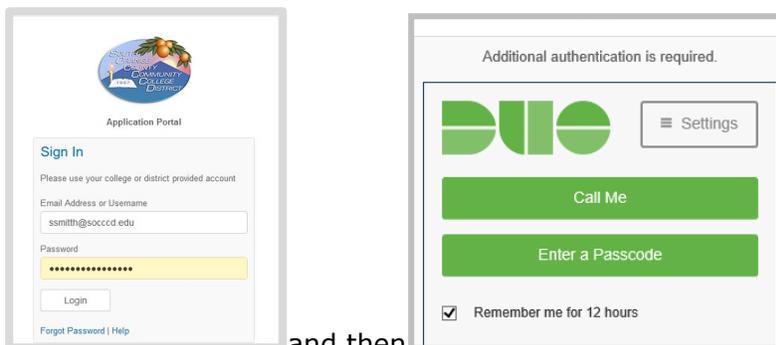


Step 1 – Submit Request in Workday

1. Type apps.socccd.edu into an internet browser of your choice (**Chrome, Firefox, Safari, or Internet Explorer 11.0 or above**) and click **Enter**.



2. Enter your district or college email and password, complete the second authentication method of your choice (passcode or phone call) to login, and check the box next to **Remember me for 12 hours**.



and then

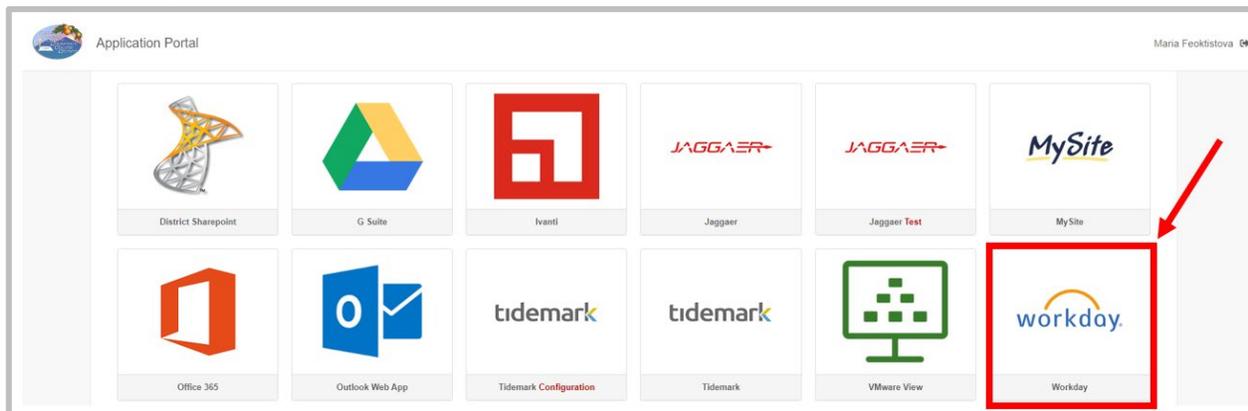


District uses two-factor authentication (2FA) for granting access to the district systems. If this is the first time you are logging into the apps portal you will need to complete the initial setup. Visit <https://www.socccd.edu/2fa/> for instructions.

3. User assigned applications will display. Click on the green **Trust Computer** button to extend your session from 15 minutes to 4 hours.

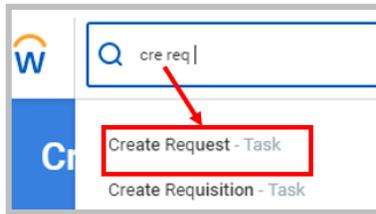


4. Click on **Workday** to login.



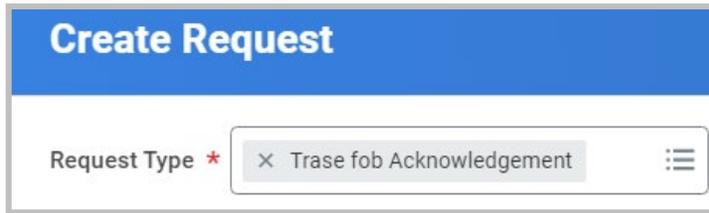
5. **Workday** will open in the new tab of the browser.

6. In the upper left search bar, type “cre req” and click on the **Create Request** task from the suggestion list.



 **Please ONLY submit one (1) request.**

7. Type “fob” into the **Request Type** field and click enter to select **Trase fob Acknowledgement**.



8. Click . Read the acknowledgement statement.

Trase fob Acknowledgement

Effective January 1, 2021, [Assembly Bill \(AB\) 685](#) mandates new compliance, notification, and reporting requirements pertaining to COVID-19 in the workplace. The law requires the District to track employee whereabouts on campus and notify employees within one day if they have potentially been exposed to COVID-19 by virtue of their location on campus on the day of exposure. To meet these reporting requirements, the District has implemented Trase, a new software application, as the compliance platform to collect, inform, and report the required data.

By submitting this request for an AB 685 compliance Trase fob, I acknowledge the following:

- I will have in my possession the Trase fob entering District property and when moving from one location/building to another.
- I will complete manual entry on <https://mytrase.com> for all locations visited on campus if/when fob is not in my possession.
- If I have lost my fob, I will report immediately and coordinate replacement by emailing District Risk Management at riskmanagement@socccd.edu.

After your request is processed, you will receive a ToDo in your Workday inbox with the details for picking up your Trase fob. It is very important that you submit the ToDo in Workday immediately after scheduling your pickup time.

9. Select the response that best describes your plan to return on campus and then click the  button to confirm your request and acknowledgement.

Please select the appropriate response that best describes when you plan to return to campus. (Required)

I regularly work on campus now.

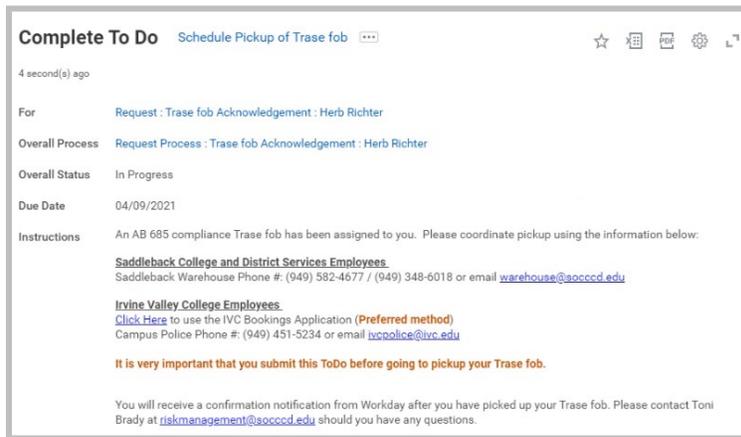
I plan to return before June 30th.

I plan to return June 30th or later (For example in the Fall).

Step 2 – Schedule a Pickup

1. Upon assignment of your Trase fob, you will receive a To-Do in your Workday Inbox with instructions for coordinating the pickup. Follow the instructions to arrange the pickup.



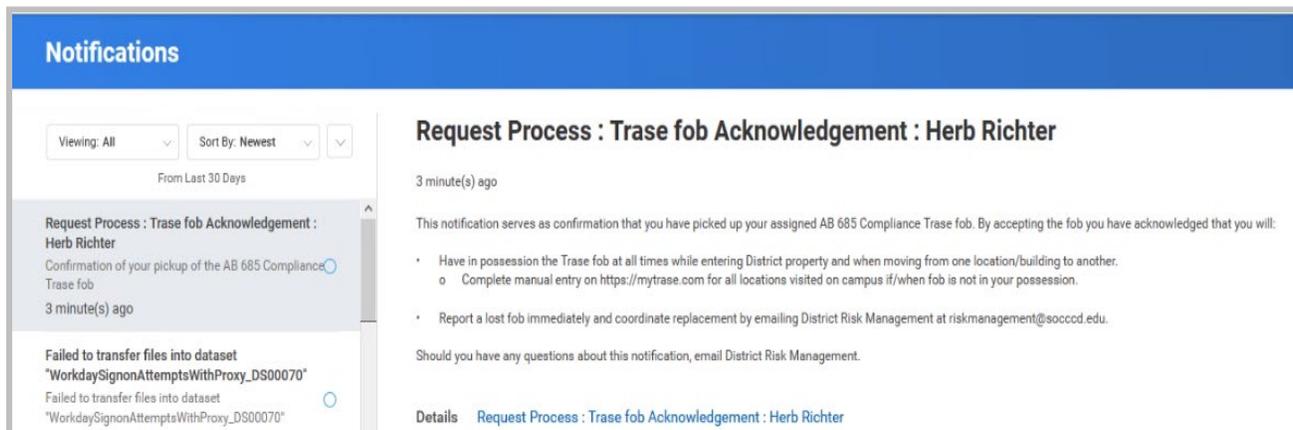
2. Click  as soon as you schedule your pickup time.

 You must submit the To-Do before you go to pick up the Trase fob.

Step 3 – Trase fob Pickup and Acknowledgement

1. Pick up your Trase fob from your respective location.
2. After you pick up your Trase fob, you will receive a Workday notification and an email confirming you have picked up your Trase fob. *If your Workday notifications delivery is set to Daily, the confirmation will be included in the 4pm digest email instead of an immediate email.*

 To check your Workday notifications, click on the bell icon  in the upper right-hand corner of the screen.



or

Subject: Confirmation of your pickup of the AB 685 Compliance Trase fob

This notification serves as confirmation that you have picked up your assigned AB 685 Compliance Trase fob. By accepting the fob you have acknowledged that you will:

- Have in possession the Trase fob at all times while entering District property and when moving from one location/building to another.
- Complete manual entry on <https://mytrase.com> for all locations visited on campus if/when fob is not in your possession.
- Report a lost fob immediately and coordinate replacement by emailing District Risk Management at riskmanagement@socccd.edu.

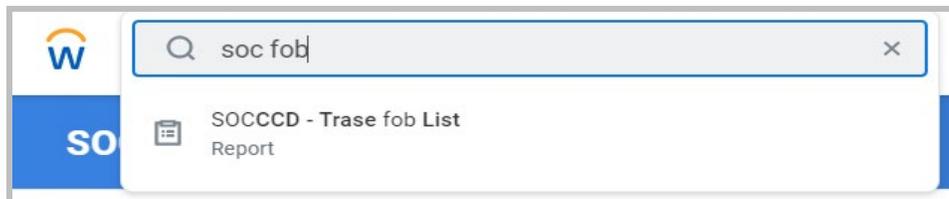
Should you have any questions about this notification, email District Risk Management.

Business Process: Request Process : Trase fob Acknowledgement : Herb Richter

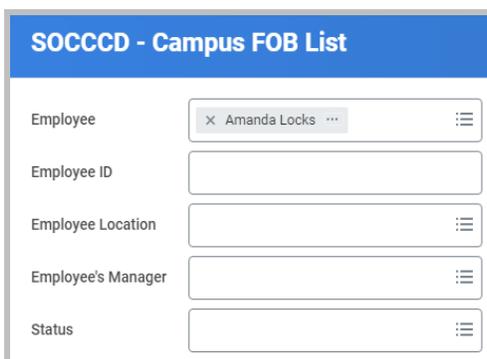
Subject: Request : Trase fob Acknowledgement : Herb Richter

How to Check Status of Trase fob Request

1. Type "soc fob" in the search bar and click on the **SOCCCD - Trase fob List** report.



2. Enter your name into the **Employee** field and click enter or use other report filtering options, if needed.

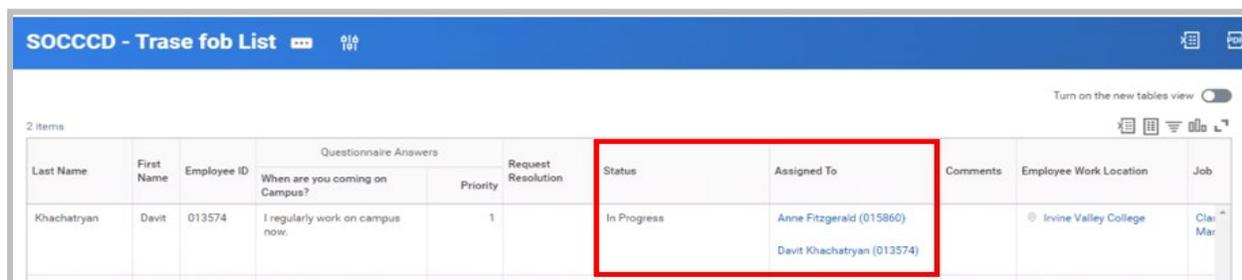


The screenshot shows the "SOCCCD - Campus FOB List" filter form. The "Employee" field is populated with "Amanda Locks". Other fields include "Employee ID", "Employee Location", "Employee's Manager", and "Status", all of which are currently empty.

3. Click **OK**.

4. The report will show:

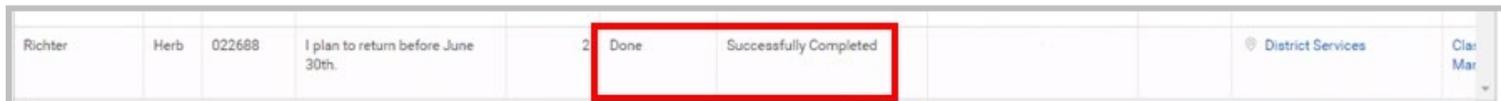
- a. The status of your request,
- b. Who the request is assigned to, or
- c. **Request Resolution** will reflect "Done" when the Trase fob is picked up.



The screenshot shows the "SOCCCD - Trase fob List" report table. The table has columns for Last Name, First Name, Employee ID, Questionnaire Answers, Request Resolution, Status, Assigned To, Comments, Employee Work Location, and Job. The first row is highlighted with a red box, showing a request for Davit Khachatryan with a status of "In Progress" and assigned to Anne Fitzgerald and Davit Khachatryan.

Last Name	First Name	Employee ID	Questionnaire Answers	Request Resolution	Status	Assigned To	Comments	Employee Work Location	Job
Khachatryan	Davit	013574	When are you coming on Campus? I regularly work on campus now.	1	In Progress	Anne Fitzgerald (015860) Davit Khachatryan (013574)		Irvine Valley College	Clar Mar

or



The screenshot shows the "SOCCCD - Trase fob List" report table. The second row is highlighted with a red box, showing a request for Herb Richter with a status of "Done" and a request resolution of "Successfully Completed".

Richter	Herb	022688	I plan to return before June 30th.	2	Done	Successfully Completed		District Services	Clar Mar
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