Conduit Request via Facility Portal Job Aid

Contents

Revision Log

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1	3/9/2022	Initial publication	kw7688

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1. Log In to Facility Portal

Log in to Facility Portal via the following link:

https://attfacilitiesportal-az-portal.att.com/FacilityPortal/polemapping
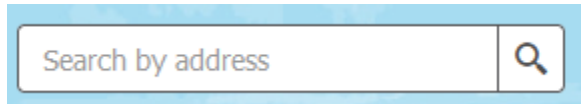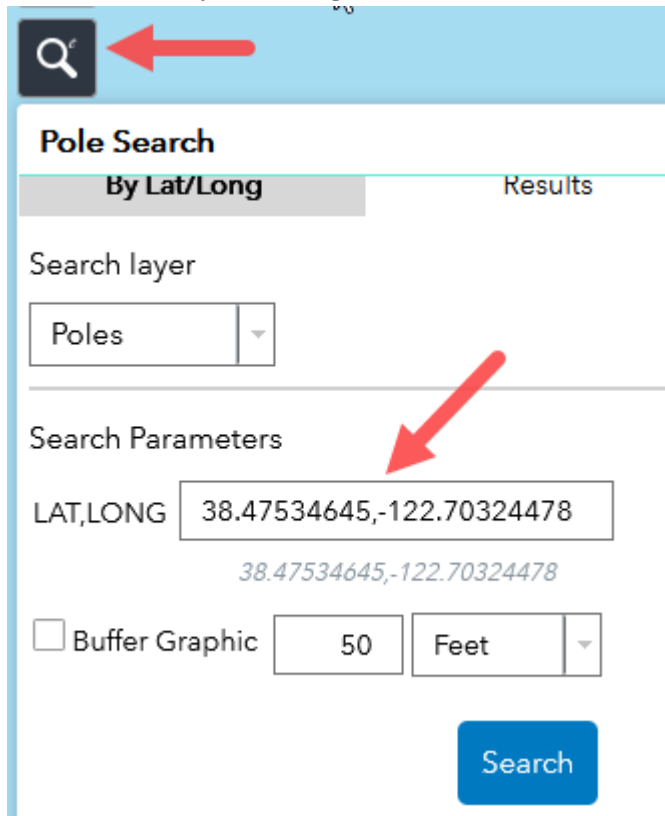
2. Zoom to Street Location

zooming to the street location can be done by any of the ways listed below:

    a.   Search by address

    b.   Pole Search by Lat/Long

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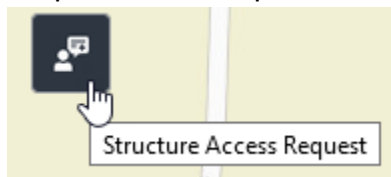
     c.   Zoom to the location on the map using the scroll button on your mouse or the + or – buttons on the screen

3. Create Conduit Structure Access Request

   3.1. Identify the conduit route and establish the starting point

       a.   While still zoomed into the street location, select the Structure Access Request Icon to open the Structure Access Request dialog box.

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b. Select the "Conduit" radio button and place a rectangle along the route to be included in the request. A polygon can be used instead of a rectangle to identify the route by selecting "by Polygon" from the Draw type drop down.
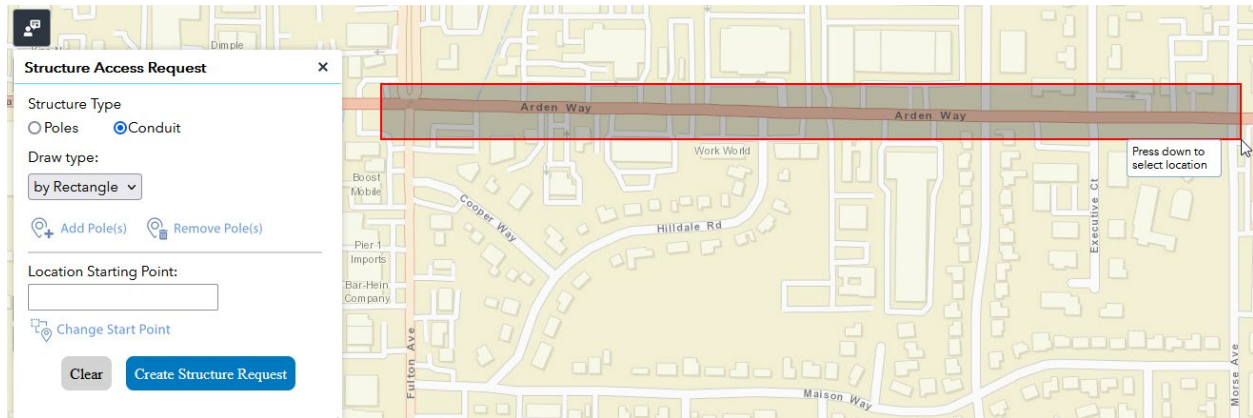
c. After identifying the route, a box will appear showing the route selected and a purple dot will appear indicating the Start Point.
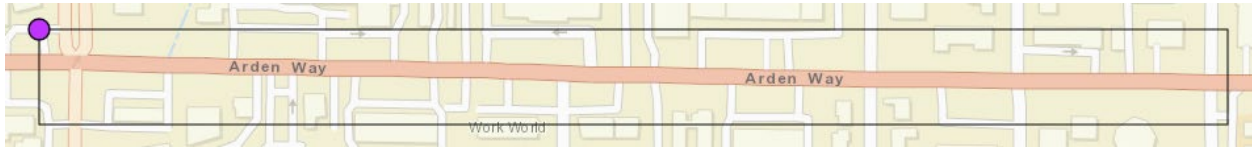
d. Select the "Change Start Point" option in the Structure Access Request dialog box and then left click on the road where the structure request will begin.
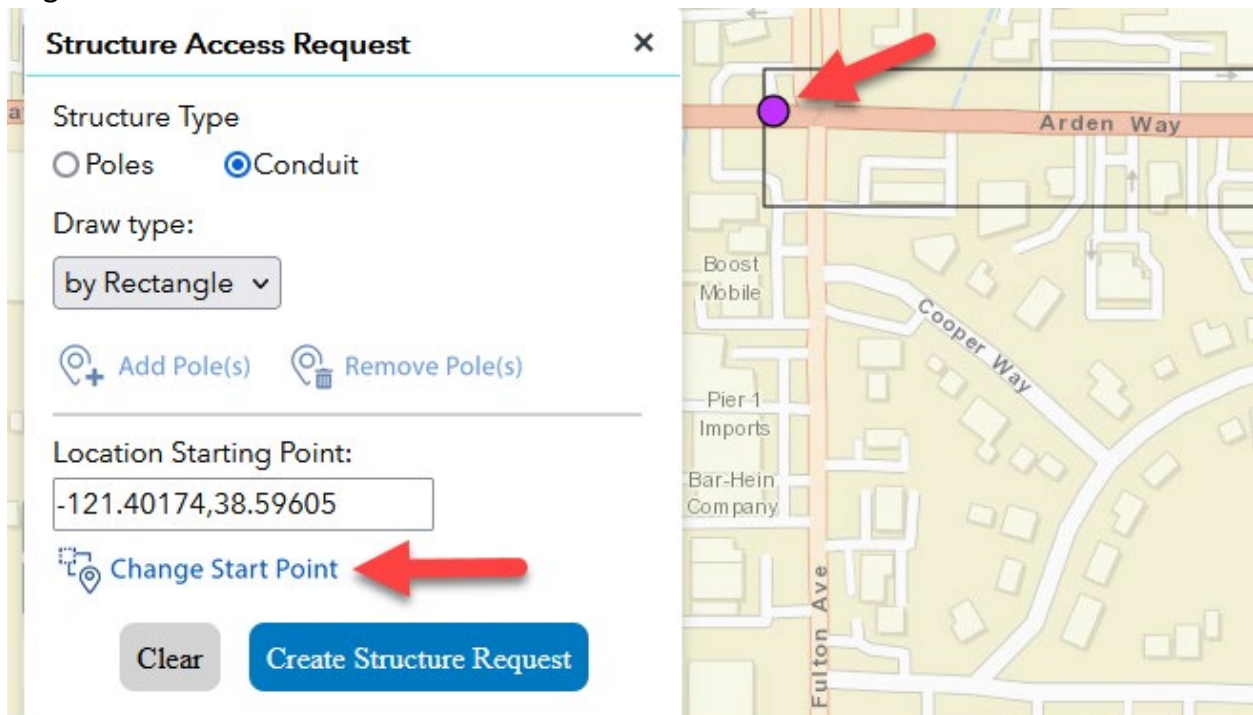
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e. Select the "Create Structure Request" button to open the Initiate Request dialog box.

Structure Access Request   ✕

Structure Type
- ○ Poles   ● Conduit

Draw type:

| by Rectangle ⌄ |

◎ Add Pole(s)   ◎ Remove Pole(s)

Location Starting Point:

| -121.40174,38.59605 |

⬚◎ Change Start Point

| Clear | **Create Structure Request** |

3.2. Initiate request

a. In the Initiate Request dialog box, select the appropriate option from the Request Type drop down box:

i. Conduit-Information: request for information about the conduit route.

ii. Conduit-MH/Vault Access: request for accessing an AT&T manhole or vault.

iii. Conduit-Attachment: request to occupy an AT&T conduit.

iv. Conduit-Emergency Conduit Reservation: request to utilize a spare duct/conduit for up to 30 days.

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b. Select the "Initiate Request" button to open the Attacher Screen.

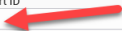3.3. Complete the top portion and select the save button to generate a report ID.

a. <u>Report ID</u>: System generated ID used to identify the request within Facility Portal. Not editable.

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b. <u>Company Name</u>: Drop down field to select the name of the company requesting occupancy. This should match what is listed on your Application Form.

c. <u>Make Ready Survey</u>: Drop down field to select the applicable option to indicate your authorization for AT&T to perform the Make-Ready survey, or your intent to use an AT&T approved contractor to complete the Make-Ready survey.

d. <u>Make Ready Construction</u>: Drop down field to select the applicable option to indicate your authorization for AT&T to perform the Make-Ready construction work, your intent to use an AT&T approved contractor to complete the Make-Ready construction work, or the assurance that no Make-Ready work is needed.

e. <u>License/SA Agreement #</u>: Enter the currently executed agreement #. This should match what is listed on your Application Form.

f. <u>Applicant Tracking #</u>: Tracking number for this request used by the company requesting occupancy. This should match what is listed on your Application Form.

g. <u>Description of Work</u>: Short description of what is being requested on this application.

h. <u>Conduit</u>: Input the footage of AT&T conduit and innerduct that you are proposing to occupy on this request. Input the number of manholes you are proposing to access and the number of core bores you are proposing to make. A positive entry is required for all of these fields. This should match what is listed on your Application Form.

i. <u>Location Address</u>: Address(es) associated with this request. This information is auto populated by the system based on the starting point selected in step 3.1 but can be edited on this screen if incorrect. This should match what is listed on your Application Form.

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Top portion filled out and saved generating a Facility Portal Report ID

3.4. Attach Forms and Additional Documents
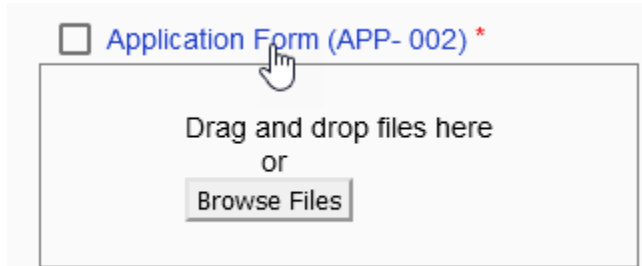

NOTE: The required forms and attachments may vary from what is shown above based on the request type selected.
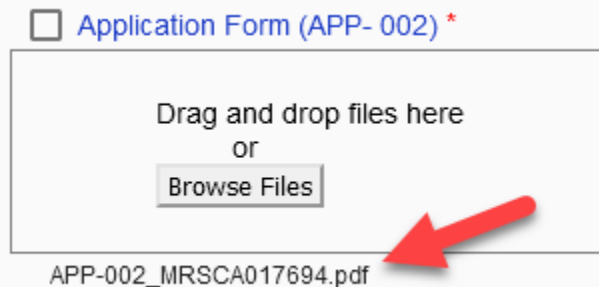
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a. Double click on the form links to download the latest version of the form and fill out the required data on the form and save to your computer.

b. Upload the required forms by dragging and dropping the file into the drop box listed under the appropriate form or by clicking the "Browse Files" button to access the file on your computer. After uploading the file, the name of the uploaded file will be visible below the drop box.

NOTE: If multiple files need to be uploaded, they must all be selected and uploaded at the same time. Trying to add an additional file after uploading will overwrite the previously uploaded file(s).

c. Upload any additional documents associated with the request by dragging and dropping the file(s) into the drop box listed under "Additional Documents" or by clicking the "Browse Files" button to access the file(s) on your computer. After uploading the file(s), the name of the uploaded file(s) will be visible below the drop box.

NOTE: If multiple files need to be uploaded, they must all be selected and uploaded at the same time. Trying to add an additional file after uploading will overwrite the previously uploaded file(s).

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3.5. Submit Request

a. After all required data inputs have been populated and all required documents have been uploaded, click "Submit" to send the request.

b. After successfully submitting the request, you will receive a popup indicating the request has bee successfully saved and you will be taken back to the map.

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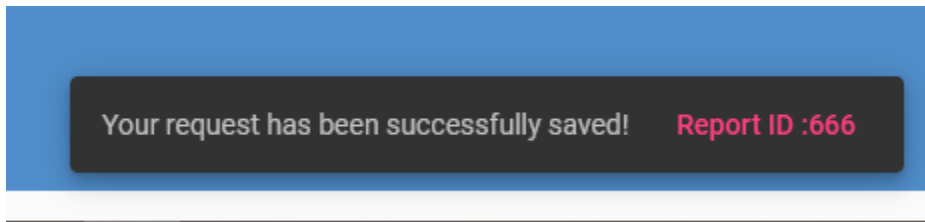
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4. Review Status of Request

The status of a request that you have created can be viewed by clicking on the My Submittals icon (clip board with check mark) located at the top of the home screen.

You can find a particular request by using the search function, the filter function, or by ordering the columns and scrolling through the list.

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