**Help sheet for auxiliary services outside of Office of Global Health**

Creating a Med center ID/ guest access

Click [my.osu.edu](https://urldefense.proofpoint.com/v2/url?u=http-3A__my.osu.edu&d=DwMFaQ&c=k9MF1d71ITtkuJx-PdWme51dKbmfPEvxwt8SFEkBfs4&r=FVkZJPGzzPphaD1sNnk2xqxbKeU37NYeGZzQgDNtDSE&m=DFNJ0V42ob10K2W9hdRLuiqGkXDdVukRBN-Q_-1X0Ao&s=dqC2Ave9euP5dL7YOjBbD3QLjEK8eJGN_R1BRAHoltM&e=)

Login

On the left side click on “Add new guest”

Scroll to the bottom and click next

Answer required questions

If asked for a social security number, set a number that you and the scholar will remember. Maybe their passport number? Whatever number they are comfortable with.

Initiating First Advantage Background Check

Submit an application through HR Connections at hrconnection.osu.edu.

Initiating a BCI/FBI check (fingerprints)

*Please note that this is different from the First Advantage Background Check.*

Submit application through eServices. Once submitted the visitor will need to go to ID Processing to be fingerprinted. Visitor must bring their passport. The approval time is approximately 24 hours. You can then take the visitor back the next day to get their badge.

Access Control Requests

Observerships are not designed to give visitors badge access to buildings but if your visitor needs it and the Chairperson approves you may go through Access Control Requests—ID badges and locks.

Requesting Computer Access

Observerships are not designed to give visitors computer access but if your visitor needs it and the Chairperson approves you may go through my.osu.edu.

Requesting a J1 Visa

See <https://oia.osu.edu/units/international-scholars/inviting-scholars-to-ohio-state/>