



Digital access

Custodia Registry · C03

Your task and authority

Berland Hope

- Confirm your assigned duties
- Use the fictional training case
- Verify the result and its history

Learning outcome

Requester uses temporary access without treating it as permanent ownership or download authority.

Choose the record

Bertrand Hope

- Find the approved fictional record and choose Request access.

What to check

Compare the record number and title before requesting access. A visible catalogue entry may still need a digital grant for its protected content. Request only the record needed for the assigned work.

Give a work reason

Berland Hope

- Enter a work reason and submit once.

What to check

Describe the task and why you need this record. Submit once, then inspect the request. Repeated requests make review harder and do not create approval or additional authority.

Track your request

Bertrand Hope

- Open My digital requests and distinguish pending from approval.

What to check

Use My digital requests to distinguish pending, approved and denied work. Read the decision and access period. Pending means a reviewer still needs to act; it is not permission to obtain the file by another route.

Confirm and use access

Bertrand Hope

- After the trainer approves, confirm access and open permitted content.

What to check

After approval, confirm access through the available workflow and open the intended content. Clearance, custody and expiry still apply. Viewing a record does not automatically include unrestricted download or export.

Return digital access

Bertland Hope

- Return digital access when finished and inspect the resulting status.

What to check

Return access when the task is complete and inspect the resulting status. This ends digital access; it does not describe a physical handoff. If access expires or is recalled, follow the approved request process again.

Exceptions and recovery

Bertland Hope

- Identify the blocked condition
- Preserve the relevant evidence
- Use the authorized next step

Important boundary

Physical custody can block a digital grant. Clearance is required before approval; expired or recalled access must be requested again through policy, never bypassed.

Guided practice

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- Work within the assigned role
- Show the resulting state
- Explain one exception

Your exercise

Request access to TRAIN-2026-001 with a work reason. Explain the pending state, then use a trainer-approved grant and return it after the task.

Practice debrief

Berland Hope

- Correct identity and authority
- Traceable result and history
- A justified next step

Expected answer

The request belongs to the correct account and record. Approval and expiry are identified, access is confirmed only after approval, and the returned status is located.