**Electronic Card Access Request Form**

**STUDENT** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMPLID number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Roster attached: Yes No Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access needed for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For: Class Lab Office location Job Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty signature for this request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flag(s) given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date flag(s) removed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Protect Card at all times. Only use card as assigned. Turn access card into your Department Head upon completion of assignment.

If card is lost you must report it immediately to the Department Head, Campus Police, or Card Services. Access will be revoked for abuse of privileges. I have read and agree to abide by the responsibilities listed above:

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 have read and agree to abide by the responsibilities listed above:y:nment: following responsibilities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

 As part of our compliance with JMU Policy 4301 (<http://www.jmu.edu/JMUpolicy/policies/4301.shtml>), we are instituting a new procedure for requesting door access. We now ask that each request you receive to grant access to your respective areas (via email, phone call, etc) be tracked using the attached Electronic Card Access Request form.

* You receive a door access request for your area
	+ If it is an employee, fill out the attached form along with his/her signature
		- Make a copy for your records, send me the original (MSC 5736)
	+ If it is a student worker – same process as above
	+ If the request is a class roster or a large student group
		- Open a Remedy call on our Remedy page - <https://remedy.jmu.edu/CardServices.asp>? and I will process the request via a direct import
		- Fill out the form and select the Class Roster option, print out the form along with the list of names/id #s, keep a copy for yourself and send me the original
* If the access is ever removed, print out the request to deny access and attach it to your original records after removing the access via our web page. If you don’t have access to this page, email me the request to remove access.

The end result of theses steps will be:

 The access request is tracked from start to finish

 You will have records available for any future audit to ensure that door access to your area is maintained in accordance with Policy 4301

 Card Services will have the access request form for any future audit

If you have any questions, please let me know.

**Nathan W. Gray**

**Systems Administrator**

**Campus Card Services**

**James Madison University**

**graynw@jmu.edu**

**540-568-2879**