

EASTERN CONNECTICUT STATE UNIVERSITY Electronic FOB Access Request Form Instructions

PLEASE READ THE INSTRUCTIONS before completing The Electronic FOB Access Request Form.

There are 3 DOOR ACCESS SYSTEMS on Eastern's Campus:

- 1) **ELECTRONIC FOB ACCESS** - These are electronic locks that are hard wired to an online Electronic FOB Access System which is administered by the Card Services Office. Card Services can control these locks from their office to allow access to these areas. Please call Card Services at x55060 with any questions.
- 2) **TRILOGY LOCKS** - These are locks that use the same FOB as the Electronic FOB Access System but have a keypad. These locks are programmed at the lock and are administered by the Key Shop. Please call the Key Shop at x55341 with any questions.
- 3) **MECHANICAL KEYS** - These are locks that use a hard key and are administered by the Key Shop. Please call the Key Shop at x55341 with any questions.

There are now 2 separate forms to request Door Access:

- 1) **One form for ELECTRONIC FOB ACCESS.** If you can't find the area you are requesting on this form, please look on the Trilogy Lock / Mechanical Key Request Form.
- 2) **One form for TRILOGY LOCKS & MECHANICAL KEYS.** If you can't find the area you are requesting on this form, please look on the Electronic FOB Access Request Form.

If you are requesting Electronic FOB Access and Trilogy Lock and/or Mechanical Keys, both forms need to be submitted.

- 1) **PRINT THIS INSTRUCTION PAGE** – This will help you complete the Electronic FOB Access Request Form below.
- 2) **REQUESTOR INFORMATION** – Click on each of the gray boxes and type the requested information. **Please use birth name, not nickname.**
- 3) **EMPLOYMENT CATEGORY** – Select the appropriate **EMPLOYMENT CATEGORY** from the dropdown list.
- 4) **DOOR ACCESS DEPARTMENT TEMPLATE** – If the requestor is in the Campus Police, Data Center, Facilities, Housekeeping, ITS Support, Mail Services, Media Services, Maintenance and Residential Life Department or is a Vice President, please select the appropriate **DOOR ACCESS DEPARTMENT TEMPLATE** from the dropdown list and the correct Door Access areas will be applied to the FOB.
- 5) **TEMPORARY ELECTRONIC FOB ACCESS** – If the access is for a temporary time period, please indicate Start Date/Time and End Date/Time.
- 6) **ELECTRONIC FOB ACCESS REQUEST** – Select the Electronic FOB Area(s) you are requesting by clicking in the adjacent box . If you cannot find the area you are requesting on this form, please look on the Trilogy Lock / Mechanical Key Request Form.
- 7) **KEY POLICY** – Applicant needs to review the **KEY POLICY** at http://www1.easternct.edu/facilities/files/2014/01/key_policy.pdf.
- 8) **PRINT THE ELECTRONIC FOB ACCESS REQUEST FORM**
- 9) **APPROVAL SIGNATURES REQUIRED AS FOLLOWS:**
 - 1) **APPROVAL SIGNATURE**
 - a) Adjunct Faculty, Faculty & University Assistants need to have their Supervisor or Director or Dean or Department Chair Signature in the **APPROVAL SIGNATURE AREA**.
 - b) Administrative Faculty, Management and Staff need to have their Supervisor or Director or Vice President Signature in the **APPROVAL SIGNATURE AREA**.
 - c) Student Workers need to have their Supervisor or Director Signature in the **APPROVAL SIGNATURE AREA**.
 - 2) **DIRECTOR OF BUILDING SIGNATURE**
 - a) Any request for **Residential Life Areas** requires the Director of Residential Life signature in the **DIRECTOR OF BUILDING SIGNATURE AREA**.
 - b) Any request for **Smith Library Areas** requires the Director of Smith Library signature in the **DIRECTOR OF BUILDING SIGNATURE AREA**.
 - c) Any request for **Child & Family Development Resource Center Areas** requires the Director of the Child & Family Development Resource Center signature in the **DIRECTOR OF BUILDING SIGNATURE AREA**.
 - d) Any request for **Science 5th Floor Data Center, Communications 208 Data Center and Planetarium Cigna Lab** requires the Chief Information Officer's signature in the **DIRECTOR OF BUILDING SIGNATURE AREA**.
 - 3) **APPLICANT SIGNATURE** – Required. By signing, the applicant agrees to abide by the KEY POLICY found at http://www1.easternct.edu/facilities/files/2014/01/key_policy.pdf.
- 10) **MAIL THE COMPLETED FORM** to the Director of Public Safety at the University Police Department for approval signature. The University Police Department will distribute the forms to the appropriate department.

EASTERN CONNECTICUT STATE UNIVERSITY Electronic FOB Access Request Form

↓ birth name please

Page 1 of 2, Signature Page Required

1st 5 digits

Last Name		First Name		Date		FOB #	
Department		Job Title			Eastern ID #		
Office Location		Office Rm #			Work Phone #		
EMPLOYMENT CATEGORY - _____ - Select Employment Category from drop-down list.						Office Use Date / Int.	

DOOR ACCESS DEPARTMENT TEMPLATE - _____ - Select Template from drop-down list if applicable, please read instructions.

TEMPORARY ELECTRONIC FOB ACCESS	START DATE/TIME		END DATE/TIME		Schedule Applied to Access Monday – Friday, 7a - 7p Only	<input type="checkbox"/> Yes
--	------------------------	--	----------------------	--	---	------------------------------

ELECTRONIC FOB ACCESS REQUEST - Click on the area(s) you are requesting .

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Admissions Exterior Doors | <input type="checkbox"/> Fine Arts Exterior Doors | <input type="checkbox"/> Hurley-Lower Level Door | <input type="checkbox"/> Police – Prison Processing Exit |
| <input type="checkbox"/> Admissions Basement Doors | <input type="checkbox"/> Fine Arts Receiving/Loading Dock | <input type="checkbox"/> Hurley Hall Loading Dock | <input type="checkbox"/> Prospect Street 333 - CCE |
| <input type="checkbox"/> Athletic Support Building Exterior Doors | <input type="checkbox"/> Fine Arts 108 & 110 Instrument/Choral Rehearsal | <input type="checkbox"/> Hurley Hall Catering Room | <input type="checkbox"/> Science Exterior Doors |
| <input type="checkbox"/> Burnap Hall Main Entry | <input type="checkbox"/> Fine Arts 111 Gallery & Museum Operations | <input type="checkbox"/> Laurel Hall Main Entry | <input type="checkbox"/> Science Faculty Wing |
| <input type="checkbox"/> Burr Hall Main Entry | <input type="checkbox"/> Fine Arts 112 Art Gallery | <input type="checkbox"/> Library 107,108,109 - ASC | <input type="checkbox"/> Science Loading Dock |
| <input type="checkbox"/> Burr Rec. Entry | <input type="checkbox"/> Fine Arts 115 & 118 Seminar Rm/Theater Design | <input type="checkbox"/> Library 112 back door to 109 - ASC | <input type="checkbox"/> Science 104 Auditorium |
| <input type="checkbox"/> CECE Classroom Entry | <input type="checkbox"/> Fine Arts 122 Sculpture Studio Interior & Exterior | <input type="checkbox"/> Library 174 Office - ASC | <input type="checkbox"/> Science 114 Classroom |
| <input type="checkbox"/> CECE 017 Utility Room | <input type="checkbox"/> Fine Arts 125 Ceramics Studio interior & Exterior | <input type="checkbox"/> Library Café Hall Door | <input type="checkbox"/> Science 115 Computer Lab |
| <input type="checkbox"/> CFDRRC Childcare Entry | <input type="checkbox"/> Fine Arts 131 Instrument Storage | <input type="checkbox"/> Library Café Door | <input type="checkbox"/> Science 116 Classroom |
| <input type="checkbox"/> CFDRRC 101 Infant | <input type="checkbox"/> Fine Arts 212 Piano Lab | <input type="checkbox"/> Library Elevator | <input type="checkbox"/> Science 117 Classroom |
| <input type="checkbox"/> CFDRRC 105 Toddler | <input type="checkbox"/> Fine Arts 215 & 219 Performance Labs | <input type="checkbox"/> Library Exterior Doors | <input type="checkbox"/> Science 120 Greenhouse |
| <input type="checkbox"/> CFDRRC 108 Toilet | <input type="checkbox"/> Fine Arts 243 Performance Tech Lab | <input type="checkbox"/> Library 4 th Floor | <input type="checkbox"/> Science 132 Classroom |
| <input type="checkbox"/> CFDRRC 113 Reception | <input type="checkbox"/> Fine Arts 247 Printmaking Studio | <input type="checkbox"/> Library Johnson Community Room | <input type="checkbox"/> Science 133 Digital Imaging Mac Lab |
| <input type="checkbox"/> CFDRRC 126 Corridor Ext. Dr. | <input type="checkbox"/> Fine Arts 305 & 307 Classrooms | <input type="checkbox"/> Library Loading Dock Exterior | <input type="checkbox"/> Science 134 Classroom |
| <input type="checkbox"/> CFDRRC 135 Kitchen Loading Dock | <input type="checkbox"/> Fine Arts 313 Digital Resource Lab | <input type="checkbox"/> Library Loading Dock Int. – to Lib. | <input type="checkbox"/> Science 135 CSC Lab |
| <input type="checkbox"/> CFDRRC 142 Activity Ext. Dr. | <input type="checkbox"/> Fine Arts 323 & 331 Painting/Drawing Studios | <input type="checkbox"/> Library Loading Dock Int. – to Dock | <input type="checkbox"/> Science 137 CSC Lab |
| <input type="checkbox"/> CFDRRC 145 Activity Ext. Dr. | <input type="checkbox"/> Fine Arts 326 & 328 2D Design Studios | <input type="checkbox"/> Library Stairwell, 1 st Floor | <input type="checkbox"/> Science 138 CSC Lab |
| <input type="checkbox"/> CFDRRC 148 Activity Ext. Dr. | <input type="checkbox"/> Fine Arts 327 & 330 Computer Teaching Labs | <input type="checkbox"/> Library 161 from Library | <input type="checkbox"/> Science 139 CSC Lab |
| <input type="checkbox"/> CFDRRC 154 Activity Ext. Dr. | <input type="checkbox"/> Gelsi-Young Exterior Doors | <input type="checkbox"/> Library 161 into Library | <input type="checkbox"/> Science 219 EES Computer Lab |
| <input type="checkbox"/> CFDRRC 157 Activity Ext. Dr. | <input type="checkbox"/> Gelsi-Young Diversity | <input type="checkbox"/> Library 235 Study | <input type="checkbox"/> Science 220 BIO Computer Lab |
| <input type="checkbox"/> CFDRRC 140 Learning Passage | <input type="checkbox"/> Gelsi-Young 2 nd Floor Lobby | <input type="checkbox"/> Library 263 User Ed | <input type="checkbox"/> Science 231 Classroom |
| <input type="checkbox"/> CFDRRC 159 Learning Passage | <input type="checkbox"/> Gelsi-Young Mechanical Rm Exterior Dr. | <input type="checkbox"/> Library 436 Cit Demo | <input type="checkbox"/> Science 233 Computer Lab |
| <input type="checkbox"/> CFDRRC 161 Corr. - CFDRRC to Classrm | <input type="checkbox"/> Gelsi-Young President's Office | <input type="checkbox"/> Low Rise Mail Room | <input type="checkbox"/> Science 234 Dev. Math Lab |
| <input type="checkbox"/> CFDRRC 162 Corr. - Classrm to CFDRRC | <input type="checkbox"/> Gelsi-Young Wood SSC to Bridge | <input type="checkbox"/> Mead Hall Main Entry | <input type="checkbox"/> Science 305 Chemical Lab Storage |
| <input type="checkbox"/> Communication Exterior Doors | <input type="checkbox"/> Goddard Hall Exterior Doors | <input type="checkbox"/> Niejadlik Hall Main Entry | <input type="checkbox"/> Science 341 Virology Lab |
| <input type="checkbox"/> Communication 110. Radio Station | <input type="checkbox"/> Goddard Hall 102 | <input type="checkbox"/> Noble Hall Exterior Doors | <input type="checkbox"/> Science 342 Cell & Tissue Lab |
| <input type="checkbox"/> Communication 114,117 Media Studio | <input type="checkbox"/> Goddard Hall 105 | <input type="checkbox"/> Nutmeg Hall Main Entry | <input type="checkbox"/> Science 401C Observation Deck |
| <input type="checkbox"/> Communication 118A Media Studio B | <input type="checkbox"/> Goddard Hall 107 | <input type="checkbox"/> Occum Hall Exterior Doors | <input type="checkbox"/> Science 432 Classroom |
| <input type="checkbox"/> Communication 208 Data Center | <input type="checkbox"/> Goddard Hall 203 | <input type="checkbox"/> Planetarium Main Entry | <input type="checkbox"/> Science 438 NMR |
| <input type="checkbox"/> Communication 217 | <input type="checkbox"/> Goddard Hall 220 | <input type="checkbox"/> Police – Dispatch | <input type="checkbox"/> Science 540 5 th Floor Data Center |
| <input type="checkbox"/> Communication 220 | <input type="checkbox"/> Health Services Main Entry | <input type="checkbox"/> Police – Employee Entry | <input type="checkbox"/> Sports Center Exterior Doors |
| <input type="checkbox"/> Constitution Hall Main Entry | <input type="checkbox"/> Health Services Bsmt. - AccessAbility | <input type="checkbox"/> Police – Interview Room | <input type="checkbox"/> Sports Center Training Rm |
| <input type="checkbox"/> Crandall Hall Main Entry | <input type="checkbox"/> High Rise Apts. Exterior Doors | <input type="checkbox"/> Police – Lobby Dispatch | <input type="checkbox"/> Student Center Exterior Doors |
| <input type="checkbox"/> Facilities Exterior Doors | <input type="checkbox"/> Hurley Hall Main Entry | <input type="checkbox"/> Police – Prison Processing Entry | <input type="checkbox"/> Student Center Bookstore |

- Student Center Fitness Center
- Student Center Information Booth
- Warehouse Exterior Doors
- Webb Hall 4th Floor Elevator
- Webb Hall Exterior Doors.
- Webb Hall 115
- Winthrop Res. Hall Main Entry
- Winthrop Offices Exterior Doors
- Winthrop Offices 100A Conference Rm
- Winthrop Office 100B
- Wood SSC Bursar's Office 130
- Wood SSC Card Services 228
- Wood SSC Exterior Drs.
- Wood SSC Financial Aid
- Wood SSC Perm. Artwork Storage 224

List other access area(s) below. If the area you are requesting is not listed on this form, please see **TRILOGY LOCK / MECHANICAL KEY REQUEST FORM** first because the area may be an electronic off-line Trilogy Lock which are programmed by the Key Shop.

APPROVAL SIGNATURES – PLEASE SEE INSTRUCTION PAGE. Return the completed form to the Director of Public Safety, C/O University Police Dept.

<i>Applicant Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	
<i>Approval Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	
<i>Director of Building Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	
<i>Director of Public Safety Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	