

- Each Dean/Director will appoint 1 to 5 employees who are authorized to regulate and request Access Cards, I-disks, and keys.
- **The Dean/Director or their Designate must inform Campus Security of any additions, deletions or revisions to this list IMMEDIATELY by email.**
- Quarterly, Campus Security will send a complete list of the Access Administrators to each school and department. This list must be approved by the Dean/Director, and returned to Campus Security within two weeks of receipt.

## This request

|                       |
|-----------------------|
| <i>Date Requested</i> |
|-----------------------|

## Department

|                             |
|-----------------------------|
| <i>School or Department</i> |
| <i>Dean or Director</i>     |
| <i>Phone number</i>         |
| <i>Email address</i>        |

## Administrator List

|                     |                  |
|---------------------|------------------|
| <i>First Name</i>   | <i>Last Name</i> |
| <i>Phone</i>        | <i>Email</i>     |
| <i>Restrictions</i> |                  |

|                     |                  |
|---------------------|------------------|
| <i>First Name</i>   | <i>Last Name</i> |
| <i>Phone</i>        | <i>Email</i>     |
| <i>Restrictions</i> |                  |

|                     |                  |
|---------------------|------------------|
| <i>First Name</i>   | <i>Last Name</i> |
| <i>Phone</i>        | <i>Email</i>     |
| <i>Restrictions</i> |                  |

|                     |                  |
|---------------------|------------------|
| <i>First Name</i>   | <i>Last Name</i> |
| <i>Phone</i>        | <i>Email</i>     |
| <i>Restrictions</i> |                  |

|                     |                  |
|---------------------|------------------|
| <i>First Name</i>   | <i>Last Name</i> |
| <i>Phone</i>        | <i>Email</i>     |
| <i>Restrictions</i> |                  |

## Endorsement

|                                     |
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| <i>Dean or Director's signature</i> |
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