## **ASU DPc ISAAC Access Request**

Purpose: To request that access to building entry points, elevators, and/or stairwells for ASU DPc

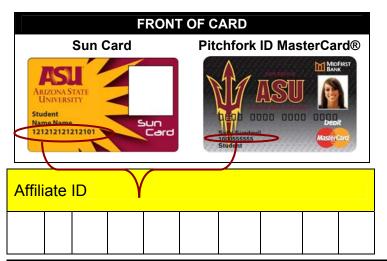
Instructions:

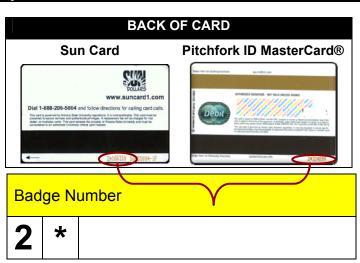
Complete all **YELLOW HIGHLIGHTED** areas only. **INCOMPLETE FORMS WILL DELAY PROCESSING.** Type or print clearly in **BLUE** or **BLACK** ink only. Scan completed forms to **color PDF** and submit as an attachment through TMA <a href="https://webtma.asu.edu/ASUServiceRequest">https://webtma.asu.edu/ASUServiceRequest</a>. Allow **72-96 business hours** for processing. Please submit this form only. **PLEASE DO NOT SEND COPIES OF ACTUAL ID CARDS**.

Allow 12-30 business flours for	processing. I lease submit this form	,		
PERSONAL CONTACT INFORMATION				
Requestor Name		Unit/Department		
ASU Email Address		Telephone		
ACCESS REQUEST				
ASU DPc Building		Door(s)/Elevator/Stairwell(s) (list floors required)		

### **IDENTIFICATION CARD INFORMATION**

Please note that Arizona State University has two official ID cards





# **TEMPORARY ACCESS ONLY - ACTIVATION DATES**

Please complete ONLY if access is to be provided on a temporary basis

Access Start Date Access End Date

### **AUTHORIZATION SIGNATURE**

Authorized Signer Name (type/print) Signature Date

#### ACCESS AGREEMENT

- 1. Use the access only for legitimate University business. For more information, see the Property Control System Policies and Procedures Manual Section 902 (http://www.asu.edu/aad/manuals/pcs/index.html).
- 2. Do not open the door for others. Those without access privileges should contact a departmental representative to gain entry.
- 3. Accept responsibility for the security of the room/area and its contents when you have opened the door.
- 4. Do not loan your ASU ID Card to another party.
- 5. If card is missing or stolen, you **MUST** report it to the Sun Card office AND to your supervisor immediately. Lost cards will be deactivated. ASU ID Card holder is responsible for any replacement card fees.

I agree to these guidelines and understand that my continued card access is contingent upon abiding by them.

Requestor Signature	Date