

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 <https://webtma.asu.edu/ASUServiceRequest>. Allow **72-96 business hours** for processing. Please submit this form only. **PLEASE DO NOT SEND COPIES OF ACTUAL ID CARDS.**

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



Affiliate ID

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Badge Number

2	*	
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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