THE UNIVERSITY OF TEXAS AT DALLAS

 BUILDING ACCESS AUTHORIZATION FORM

\*Indicates required fields. Access should be granted within 48 hours of receipt of form.

The form will be returned if not properly completed or approved.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name\* |       | First Name\* |       | Ext |      | UTD-ID \* |       |
| Department / School / Division \* |       | M/S |       | Comet Card # \*(5 or 6 digit number on back of card)\* |       |
| Contact Person\* |       | ContactPerson NetID \* |       | Initial Verification byContact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_ | M/S\* |       | Ext\* |       |
| Program/Area of Study |       | Faculty [ ]  Staff [ ]  Other[ ]  \* |  Student Graduate [ ] Class Level: Undergraduate [ ]   |

Start / end dates will allow access only for dates listed.

If no end date is listed, Student/Employee WILL CONTINUE TO HAVE ACCESS UNTIL NOTIFIED BY THE FACULTY/HR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Building | ExternalDoor # and Location | InternalRoom # /door # | Access\*\*Week Days Time Holidays | Start Date | End Date |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |

\*\*BE SPECIFIC \*\*Available Access - 24/7, Weekends Only 8:00 – 17:00, or Sunday All Day or M-F 8:00-18:00

The days and times listed will be the only time the building, room or labs can be accessed other than normal business hours.

Start/End dates will allow access only for dates listed

 (if no end date is listed Information Security must be notified when employment has terminated or student graduated.)

Sponsor approval required for internal doors only.

dean, director or above authorization required for all access forms.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sponsor/Lab Director: |       | Date: |       | Ext |       |
|  | (Typed Name of Sponsor/Director) |  |  |  |  |
| Signature: |  | Email |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dean, Directoror Above |       | Date: |       | Ext |       |
|  | (Typed Name of Dean, Director or Above) |  |  |  |  |
| Signature: |  | Email |       |

Activated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

De-Activated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Help is available at x6880 for outer door access 8:00 – 5:00, Monday through Friday.
* Office of the Dean of ECS will assist with inner door access (rooms & laboratories) in NSERL and ECS 8:00 – 5:00, Monday through Friday.
* Facilities Management will continue to handle requests for Special Events.
* Any other times, please contact the police department if there are entry problems.