**Access Request and Security Alarm Panel**

**Instructions and Procedures**

**Access Request Form**

1. Use this form to request key and prox card access to Library buildings.
2. Complete and submit this form to the Business Office upon
   1. A new employee officially accepting an offer
   2. An employee is transferring to another department
   3. Receiving an official resignation or retirement notification.
3. The form must be signed by the supervisor and employee.
4. Employee must schedule a time to pick up or return keys to Business Office.
   1. Keys will only be assigned or returned at the scheduled time.

**Prox Card Access**

1. Click on the Activate or Deactivate box
2. Click the box next to the areas the employee should access.
3. Write any special times or restrictions in the box to the right of the area requested.
   1. Lorraine Madway must sign for Digital Humanities
   2. Dean must sign for Williams Collection
4. The CWID must be at the bottom of the form for any Prox card activation or deactivation.
5. The Business Office will notify the employee when Prox card access is active
6. Employee should test card after receiving notification of activaion

**Key Access**

1. Check the Assign or Return Box
2. For keys being assigned fill in the Description and Room Number sections.
   1. If more keys are being requested than there is space on the page, fill out another form and list the additional keys requested.
3. The Business Office will fill out the Key Number Section.
4. For Keys being returned, the information will already be on the form.
   1. Form will be returned to Department head when Business Office is aware of resignation, termination, or transfer with request to set up appointment.
5. The Business Office will initial and date in the Return column when keys are returned.

**Security Alarm panels Form**

1. Use this from to assign and remove security codes to the alarm panels in the buildings.
2. Input the employee information at the top of the page.
3. Check the Assign or Remove box.
4. Check the box by the area(s) being requested
5. Have the employee fill out the 4 digit code that they will use
6. The department head and employee must sign the form.
   1. The Dean signs for security access to the Williams Collection.
7. Once the code is in the system the assignee will need to test the code.
   1. This will be coordinated by Business Office.