



Electronic Access Card Application

ACC Electronic Access # _____ Access Card PIN # _____

Please print all information legibly.

Name	
Datatel ID# (or SSN if Datatel not available)	
Department of Employee	
Campus/Building/Office and Room Number of Employee	
Telephone Number	
Access Level Requested (Indicate Level #, except for Service Center. See explanation page 2.)	
Service Center (Write name of area as checked on page 2.)	

I acknowledge by my signature that I have received the above numbered access card. I understand that the card is the property of Austin Community College and that I am responsible for returning the card to Austin Community College Police Department upon separation from the college. I also agree that I will only use the card in the lawful performance of my job duties and will not use it or allow it to be used to gain access to any unauthorized area. I further understand that I may be assessed a \$10.00 fee if I lose the card or fail to return it.

Signature of Employee / Date

Date Received by Campus Police Office

Employee's Supervisor / Date

Date of Issue

Authorization (see page 2)

Issuing Officer Signature Emp. #

Authorization (see page 2)

Authorization (see page 2)

Access Levels and Authorization

Access Level Requested (for Service Center, see below):

Note: Building access includes elevator access where applicable

1	Building Access	CYP	
2	Building Access	NRG	
3	Building Access	HBC	
4	Building Access	RGC	
5	Building Access	RVS	
6	Building Access	PIN	
7	Building Access	EVC	
8	Building Access	SAC	
9	IDF/Telcphone Room	(Includes building access to all campuses)	
10	Cashier's Offices	All Campuses	(Includes building access to all campuses)
11	Vtel Rooms	All Campuses	(Includes building access to all campuses)

Authorization:

Access Levels 1 through 8 require signature of Dean/Director of Employee's Department, Campus Manager & Vice President, College Support Systems and ISD Relations

Access Level 9 requires signature of Dean/Director of Employee's Department PLUS signature of Associate Vice President of Informational Technology or Director of ACCNet Services

Access Levels 10 requires signature of Dean/Director of Employee's Department PLUS signature of Vice President of Business Services and Vice President, College Support Systems and ISD Relations

Access Level 11 requires signature of Dean/Director of Employee's Department PLUS signature of Associate Vice President of Instructional Resources and Technology

Service Center

For Service Center, page one must include signatures from the employee, the employee's supervisor and the supervisor of the area(s) to be accessed.

- | | |
|---|--|
| <input type="checkbox"/> All doors (access 24/7) | <input type="checkbox"/> All IT area, Front doors |
| <input type="checkbox"/> Cash Office | <input type="checkbox"/> All IT and Shop, Front doors |
| <input type="checkbox"/> Front doors only | <input type="checkbox"/> IT area from halls and front doors |
| <input type="checkbox"/> Front doors and. . .(see other checks) | <input type="checkbox"/> IT area from halls only |
| <input type="checkbox"/> Computer Room, All IT | <input type="checkbox"/> Records to/from Warehouse, Warehouse, Front doors |
| <input type="checkbox"/> Computer Room, Interior IT area | <input type="checkbox"/> Records to/from IT, Records to/from Warehouse |
| <input type="checkbox"/> Computer Room, All IT, Shop | <input type="checkbox"/> Front doors, Shop |
| <input type="checkbox"/> Computer Room from Warehouse | <input type="checkbox"/> Front doors, All IT, Shop, Records, Interior IT |
| <input type="checkbox"/> Front doors, IT Area, Records | <input type="checkbox"/> Front doors, Warehouse |