



BUILDING ACCESS COORDINATOR (BAC) DELEGATION FORM

Building Access Coordinators (BAC) play a critical role in keeping our campus buildings safe and secure. By knowing the people who work in your building, you know who can have access to an electronically secured building during off hours and who can access specific rooms, labs and offices.

Thank you for helping the One Card Office keep our campus safe and secure.

*Dean/Dept Head's authority is implied and does not need to be listed on this form.
If no additional BAC's are to be delegated, a Dean/Dept Head signature is all that is required.*

Listed individuals below will have the following authorities:

Fac/Staff BAC	Student BAC	Backup BAC
Authorize / Approve One Card Authorization forms for Faculty/Staff	Authorize / Approve Student Access and changes	Backup BAC can act at both Fac/Staff BAC and Student BAC, but the associated BAC must be CC'd on all approvals.
Approve / Request Departmental Plan, schedule, and door status changes	Approve / Request Student Plan, schedule, and door status changes	Example: Fac/Staff BAC must be CC'd on One Card Auth Forms.
Request Departmental Access Reports for Plans and Locations	Request Departmental Access Reports for Plans and Locations <i>*Student BAC is for School's only</i>	Student BAC must be CC'd on Student Access Approvals.

Note that door unlock requests and door schedule changes must be counter approved by Campus Police

Department	<input type="text"/>				Dean/Dept Head	<input type="text"/>			
Building Access Group	<input type="text"/>								
	First Name	Last Name	Email Address	EZ-Arts ID					
Fac/Staff BAC									
Student BAC									
Backup BAC									
Notes:									
<input type="text"/>									
Dean/Dept Head Signature	<input type="text"/>			Date	<input type="text"/>				

This completed form should be submitted to the One Card Office by the Dean/Dept head via email to OneCard@uncsa.edu.

When submitting this email, all BAC's should be CC'd for documentation purposes.

A copy should be kept on file within each Department.

Should delegation assignments need to change, please submit an update to this form as soon as possible.