

Wachman Hall Access Request Form

Requestor's Name: _____ Department: _____

Date: _____ Phone: _____ Fax: _____ Email: _____

Department Head: _____ Department Head Signature: _____

Plan # Location/Access Periods

Instructions: This form is used to assign privileges on Temple ID cards to access a building via card readers. Please type information in all fields listed above and review the list of locations and access periods in the drop down box. In the section below, select 'A' (assign) or 'R' (revoke); Enter N/A in the Access Effective or Access Expiration dates if they are not applicable or requesting access for a full-time employee. Only enter dates for temporary access or initial assignment of access; Type information in the TUID and Cardholder Name fields: Enter the plan # from the list in the drop down menu above.

Please note that access plan names containing parentheses are restricted to automated assignment or Police/Senior Administration usage only.

Assign Or Revoke (A or R)	Access Effective Date	Access Expiration Date	TUID (no dashes)	Cardholder Name	Plan #

Fax or mail this form to Jeff Bazin – Computer Services – 972 Carnell Hall (fax: 215-204-1190; email address: baz@temple.edu) and provide signed copies.

The form will be sent back to the requester as well as the Temple Police once the privileges are assigned to the cardholders in the Access Card system. Priv1532wachman.doc (Last Revised 06/28/2012)