

**PLEASE READ THE INSTRUCTIONS before completing The Electronic FOB Access Request Form.**

**There are 3 DOOR ACCESS SYSTEMS on Eastern's Campus:**

- 1) **ELECTRONIC FOB ACCESS** - These are electronic locks that are hard wired to an online Electronic FOB Access System which is administered by the Card Services Office. Card Services can control these locks from their office to allow access to these areas. Please call Card Services at x55060 with any questions.
- 2) **TRILOGY LOCKS** - These are locks that use the same FOB as the Electronic FOB Access System but have a keypad. These locks are programmed at the lock and are administered by the Key Shop. Please call the Key Shop at x55341 with any questions.
- 3) **MECHANICAL KEYS** - These are locks that use a hard key and are administered by the Key Shop. Please call the Key Shop at x55341 with any questions.

**There are now 2 separate forms to request Door Access:**

- 1) **One form for ELECTRONIC FOB ACCESS.** If you can't find the area you are requesting on this form, please look on the Trilogy Lock / Mechanical Key Request Form.
- 2) **One form for TRILOGY LOCKS & MECHANICAL KEYS.** If you can't find the area you are requesting on this form, please look on the Electronic FOB Access Request Form.

**If you are requesting Electronic FOB Access and Trilogy Lock and/or Mechanical Keys, both forms need to be submitted.**

- 1) **PRINT THIS INSTRUCTION PAGE** – This will help you complete the Electronic FOB Access Request Form below.
- 2) **REQUESTOR INFORMATION** – Click on each of the gray boxes and type the requested information. **Please use birth name, not nickname.**
- 3) **EMPLOYMENT CATEGORY** – Select the appropriate **EMPLOYMENT CATEGORY** from the dropdown list.
- 4) **DOOR ACCESS DEPARTMENT TEMPLATE** – If the requestor is in the Campus Police, Data Center, Facilities, Housekeeping, ITS Support, Mail Services, Media Services, Maintenance and Residential Life Department or is a Vice President, please select the appropriate **DOOR ACCESS DEPARTMENT TEMPLATE** from the dropdown list and the correct Door Access areas will be applied to the FOB.
- 5) **TEMPORARY ELECTRONIC FOB ACCESS** – If the access is for a temporary time period, please indicate Start Date/Time and End Date/Time.
- 6) **ELECTRONIC FOB ACCESS REQUEST** – Select the Electronic FOB Area(s) you are requesting by clicking in the adjacent box ☐. If you can not find the area you are requesting on this form, please look on the Trilogy Lock / Mechanical Key Request Form.
- 7) **KEY POLICY** – Applicant needs to review the **KEY POLICY** at [http://www.easternct.edu/police/key\\_policy.pdf](http://www.easternct.edu/police/key_policy.pdf).
- 8) **PRINT THE ELECTRONIC FOB ACCESS REQUEST FORM**
- 9) **APPROVAL SIGNATURES REQUIRED AS FOLLOWS:**
  - 1) **APPROVAL SIGNATURE**
    - a) Adjunct Faculty, Faculty & University Assistants need to have their Supervisor or Director or Dean or Department Chair Signature in the **APPROVAL SIGNATURE AREA**.
    - b) Administrative Faculty, Management and Staff need to have their Supervisor or Director or Vice President Signature in the **APPROVAL SIGNATURE AREA**.
    - c) Student Workers need to have their Supervisor or Director Signature in the **APPROVAL SIGNATURE AREA**.
  - 2) **DIRECTOR OF BUILDING SIGNATURE**
    - a) Any request for **Residential Life Areas** requires the Director of Residential Life signature in the **DIRECTOR OF BUILDING SIGNATURE AREA**.
    - b) Any request for **Smith Library Areas** requires the Director of Smith Library signature in the **DIRECTOR OF BUILDING SIGNATURE AREA**.
    - c) Any request for **Child & Family Development Resource Center Areas** requires the Director of the Child & Family Development Resource Center signature in the **DIRECTOR OF BUILDING SIGNATURE AREA**.
    - d) Any request for **Science 5<sup>th</sup> Floor Data Center, Communications 208 Data Center and Planetarium Cigna Lab** requires the Chief Information Officer's signature in the **DIRECTOR OF BUILDING SIGNATURE AREA**.
  - 3) **APPLICANT SIGNATURE** – Required. By signing, the applicant agrees to abide by the KEY POLICY found at [http://www.easternct.edu/police/key\\_policy.pdf](http://www.easternct.edu/police/key_policy.pdf).
- 10) **MAIL THE COMPLETED FORM** to the Director of Public Safety at the University Police Department for approval signature. The University Police Department will distribute the forms to the appropriate department.

## EASTERN CONNECTICUT STATE UNIVERSITY Electronic FOB Access Request Form

↓ birth name please

Last Name		First Name		Date		FOB #	
Department		Job Title		Eastern ID #			
Office Location		Office Rm #		Work Phone #			
EMPLOYMENT CATEGORY				Select Employment Category from dropdown list.		Office Use Date / Int.	

## DOOR ACCESS DEPARTMENT TEMPLATE

Select Template from dropdown list if applicable, please read instructions.

## TEMPORARY ELECTRONIC FOB ACCESS

START DATE/TIME		END DATE/TIME		Schedule Applied to Access Monday – Friday, 7a - 7p Only	<input type="checkbox"/> Yes
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ELECTRONIC FOB ACCESS REQUEST - Click on the area(s) you are requesting ☒.

<input type="checkbox"/> Admissions Exterior Drs.	<input type="checkbox"/> Communications Data Ctr 208	<input type="checkbox"/> Hurley-Lower Lev. Dr.	<input type="checkbox"/> Noble Hall Exterior Drs.	<input type="checkbox"/> Science 138	<input type="checkbox"/> Webb Hall 4 <sup>th</sup> FI Elevator
<input type="checkbox"/> Admissions Basement Dr.	<input type="checkbox"/> Comm. Radio Station 110	<input type="checkbox"/> Hurley Hall Loading Dock	<input type="checkbox"/> Nutmeg Hall Main Entry	<input type="checkbox"/> Science 139	<input type="checkbox"/> Webb Hall Exterior Drs.
<input type="checkbox"/> Athletic Support Bldg.	<input type="checkbox"/> Comm. Media Studio 114,117	<input type="checkbox"/> Hurley Hall Catering Room	<input type="checkbox"/> Occum Hall Ext. Drs.	<input type="checkbox"/> Science 219 EES Lab	<input type="checkbox"/> Webb Hall 115
<input type="checkbox"/> Burnap Hall Main Entry	<input type="checkbox"/> Comm. Media Studio B 118A	<input type="checkbox"/> Laurel Hall Main Entry	<input type="checkbox"/> Planetarium Main Entry	<input type="checkbox"/> Science 220 BIO Lab	<input type="checkbox"/> Winthrop Res. Hall Main Entry
<input type="checkbox"/> Burr Hall Main Entry	<input type="checkbox"/> Communications 217	<input type="checkbox"/> Lib. ASC 107,108,109	<input type="checkbox"/> Police – Dispatch	<input type="checkbox"/> Science 231	<input type="checkbox"/> Winthrop Offices Exterior Dr.
<input type="checkbox"/> Burr Rec. Entry	<input type="checkbox"/> Communications 220	<input type="checkbox"/> Lib. ASC 112 back dr to 109	<input type="checkbox"/> Police – Employee Ent.	<input type="checkbox"/> Science 233	<input type="checkbox"/> Winthrop Offices 100A Conf. Rm
<input type="checkbox"/> CECE Classroom Entry	<input type="checkbox"/> Constitution Hall Main Entry	<input type="checkbox"/> Lib. ASC 174 Office	<input type="checkbox"/> Police – Interview Room	<input type="checkbox"/> Science 234	<input type="checkbox"/> Winthrop Office100B
<input type="checkbox"/> CECE 017 Utility Room	<input type="checkbox"/> Crandall Hall Main Entry	<input type="checkbox"/> Library Café Hall Door	<input type="checkbox"/> Police – Lobby Dispatch	<input type="checkbox"/> Science 305 Chem Lab Stor	<input type="checkbox"/> Wood SSC Bursar's Office 130
<input type="checkbox"/> CFDRRC Childcare Entry	<input type="checkbox"/> Facilities Building Ext. Drs.	<input type="checkbox"/> Library Café Dr.	<input type="checkbox"/> Police – PrisonProc Entry	<input type="checkbox"/> Science 341 Viro. Lab	<input type="checkbox"/> Wood SSC Card Services
<input type="checkbox"/> CFDRRC 101 Infant	<input type="checkbox"/> Gelsi-Young Exterior Drs.	<input type="checkbox"/> Library Elevator	<input type="checkbox"/> Police – PrisonProc Exit	<input type="checkbox"/> Science 342 Cell Lab	<input type="checkbox"/> Wood SSC Exterior Drs.
<input type="checkbox"/> CFDRRC 105 Toddler	<input type="checkbox"/> Gelsi-Young Diversity	<input type="checkbox"/> Library Exterior Drs.	<input type="checkbox"/> Prospect Street 333	<input type="checkbox"/> Science 401C Obsev.Dk	<input type="checkbox"/> Wood SSC Financial Aid
<input type="checkbox"/> CFDRRC 108 Toilet	<input type="checkbox"/> Gelsi-Young 2 <sup>nd</sup> Floor Lobby	<input type="checkbox"/> Library 4 <sup>th</sup> Floor	<input type="checkbox"/> Science Bldg. Ext. Drs.	<input type="checkbox"/> Science 432	
<input type="checkbox"/> CFDRRC 113 Reception	<input type="checkbox"/> Gelsi-Young Mech. Ext. Dr.	<input type="checkbox"/> Library Johnson Comm. Rm	<input type="checkbox"/> Science Faculty Wing	<input type="checkbox"/> Science 438	
<input type="checkbox"/> CFDRRC 126 Corridor Ext. Dr.	<input type="checkbox"/> Gelsi-Young President's Off.	<input type="checkbox"/> Library Loading Dock Ext.	<input type="checkbox"/> Science Greenhouse	<input type="checkbox"/> Science 5 <sup>th</sup> FI Data Center	
<input type="checkbox"/> CFDRRC 135 Kitchen Lding Dk	<input type="checkbox"/> Gelsi-Young SSC to Brdg	<input type="checkbox"/> Lib. Load Dock Int.– to Lib.	<input type="checkbox"/> Science Loading Dock	<input type="checkbox"/> Shafer Hall Exterior Drs.	
<input type="checkbox"/> CFDRRC 142 Activity Ext. Dr.	<input type="checkbox"/> Goddard Hall Exterior Drs	<input type="checkbox"/> Lib. Load Dock Int.– to Dock	<input type="checkbox"/> Science 104 Auditorium	<input type="checkbox"/> Shafer Akus Gallery	
<input type="checkbox"/> CFDRRC 145 Activity Ext. Dr.	<input type="checkbox"/> Goddard Hall 102	<input type="checkbox"/> Library Stairwell, 1 <sup>st</sup> Floor	<input type="checkbox"/> Science 114	<input type="checkbox"/> Shafer Aud. ADA Access	
<input type="checkbox"/> CFDRRC 148 Activity Ext. Dr.	<input type="checkbox"/> Goddard Hall 105	<input type="checkbox"/> Library 161 from Library	<input type="checkbox"/> Science 115	<input type="checkbox"/> Shafer Hall 215	
<input type="checkbox"/> CFDRRC 154 Activity Ext. Dr.	<input type="checkbox"/> Goddard Hall 107	<input type="checkbox"/> Library 161 into Library	<input type="checkbox"/> Science 116	<input type="checkbox"/> Sports Center Exterior Drs.	
<input type="checkbox"/> CFDRRC 157 Activity Ext. Dr.	<input type="checkbox"/> Goddard Hall 203	<input type="checkbox"/> Library 235 Study	<input type="checkbox"/> Science 117	<input type="checkbox"/> Sports Center Training Rm	
<input type="checkbox"/> CFDRRC 140 Learning Pasge	<input type="checkbox"/> Goddard Hall 220	<input type="checkbox"/> Library 263 User Ed	<input type="checkbox"/> Science 132	<input type="checkbox"/> Student Center Ext. Drs.	
<input type="checkbox"/> CFDRRC 159 Learning Pasge	<input type="checkbox"/> Health Services Main Entry	<input type="checkbox"/> Library 436 Cit Demo	<input type="checkbox"/> Science 133	<input type="checkbox"/> Student Center Bookstore	
<input type="checkbox"/> CFDRRC 161 Corr.-CC to Clrm	<input type="checkbox"/> Health Services Basement	<input type="checkbox"/> Low Rise Mail Room	<input type="checkbox"/> Science 134	<input type="checkbox"/> Student Center Fitness Ctr	
<input type="checkbox"/> CFDRRC 162 Corr-Clrm to CC	<input type="checkbox"/> High Rise Apts Ext. Drs.	<input type="checkbox"/> Mead Hall Main Entry	<input type="checkbox"/> Science 135	<input type="checkbox"/> Student Center Info. Booth	
<input type="checkbox"/> Communications Blg. Ext. Drs.	<input type="checkbox"/> Hurley Hall Main Entry	<input type="checkbox"/> Niejadlik Hall Main Entry	<input type="checkbox"/> Science 137	<input type="checkbox"/> Warehouse	

List other access below. If the area you are requesting is not listed on the left, **see Trilogy Lock / Mechanical Key Request Form on page 4 first.** The area may be a Trilogy Lock and will need to be programmed by the Key Shop.

## APPROVAL SIGNATURES – PLEASE SEE INSTRUCTION PAGE. Return the completed form to the Director of Public Safety, C/O University Police Dept.

Applicant Signature		Print Name and Title		Date	
Approval Signature		Print Name and Title		Date	
Director of Building Signature		Print Name and Title		Date	
Director of Public Safety Signature		Print Name and Title		Date	

**KEY POLICY WEBSITE:** [http://www.easternct.edu/police/key\\_policy.pdf](http://www.easternct.edu/police/key_policy.pdf)

10/08/2014

Revised