

Card Number: \_\_\_\_\_

### ITS IDENTICARD SECURITY SYSTEM REQUEST FORM

**Personnel Data:** (Please print legibly) U of U ID # \_\_\_\_\_

Name Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**You are:** (Circle one)

Faculty Staff Grad. Student Undergraduate Guest/Other \_\_\_\_\_

**APPLICANT: PLEASE READ THIS INFORMATION CAREFULLY!**

- I will not loan my University of Utah ID/U-Card or ITS Key Fob to anyone. Further, if I lose my ID/U-Card Card or Key Fob, I will notify ITS immediately at 587-6100.
- If assigned a P.I.N., I will not disclose it to anyone. If I believe my P.I.N. to have been compromised for any reason, I will notify ITS immediately.
- I understand that violation of any of the above may lead to legal action, sanctions and/or disciplinary action from the University of Utah.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Request Action:** (to be filled out by department)

Encode  Modify  Delete  Disable

**Allow Access To:** (Place an "X" next to Areas you want this person to have access to:)  
(Door Access chart on back of this page.)

- |                                                 |                                                     |
|-------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> CIS Basic Access       | <input type="checkbox"/> MBM                        |
| <input type="checkbox"/> CIS w/ Main Stairway   | <input type="checkbox"/> WAN                        |
| <input type="checkbox"/> CIS Leadership Group   | <input type="checkbox"/> Cerner Consultants         |
| <input type="checkbox"/> DRC Basic              | <input type="checkbox"/> Ancillary Only             |
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Leadership & Outside Doors |
| <input type="checkbox"/> ITS                    | <input type="checkbox"/> Facilities                 |
| <input type="checkbox"/> Vending Machines       | <input type="checkbox"/> Battery Room               |

**Allow access on the following days:**

ALL or MON, TUE, WED, THU, FRI, SAT, SUN

**Allow access at the following times:**

24Hrs or From: \_\_\_\_\_ To: \_\_\_\_\_

**Temporary access:** (optional)

Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

	CIS Basic Access	CIS w/Main Stairway	CIS Leadership Group	DRC Basic	Admin Support	ITS	Vending Machines	MBM	WAN	Cerner Consultants	Ancillary Only	Leadership & Outside Doors	Facilities	Battery Room
Basement Main Hallway South Door	x	x	x	x	x	x	x	x	x					
Basement Storage					x	x			x				x	
Battery Room														x
Chiller Door													x	
East Door – NOC/Ops					x				x					
South Data Center Door			x						x					
Top floor Com Closet									x					
West Door – NOC/Ops					x				x					
Basement Com Closet									x					
Basement North Stairway	x	x	x	x	x	x			x					
Generator									x					x
Middle Floor South Outside Entrance	x	x	x	x	x	x	x	x	x		x		x	
North Door Data Center			x			x			x					
Shed														
Storage						x								x
Warehouse Garage Door					x									
Financial/Ancillary North Door	x	x	x	x	x	x			x		x			
Financial/Ancillary South Door	x	x	x	x	x	x			x		x			
Middle Floor com Closet									x					
Middle Floor, Main West Entrance	x	x	x	x	x	x	x	x	x	x		x		
Training South Floor	x	x	x	x	x	x			x					
West Suite Middle Door, Middle Floor	x	x	x	x	x	x			x					
West Suite Middle Floor South Door	x	x	x		x	x			x					
West Suite, North Door, Middle Floor	x	x	x	x	x	x			x					
East Main Entrance	x	x	x	x	x	x	x	x	x	x		x		
NE Leadership	x	x	x	x	x	x			x	x				
North Door Leadership	x	x	x	x	x	x	x	x	x			x		
NW Leadership	x	x	x	x	x	x			x	x				
Poison Control East Door														
Poison Control West Door														
South Door Leadership	x	x	x	x	x	x	x	x	x		x			
Training North Door	x	x	x	x	x	x			x					