

- Each Dean/Director will appoint 1 to 5 employees who are authorized to regulate and request Access Cards, I-disks, and keys.
- **The Dean/Director or their Designate must inform Campus Security of any additions, deletions or revisions to this list IMMEDIATELY by email.**
- Quarterly, Campus Security will send a complete list of the Access Administrators to each school and department. This list must be approved by the Dean/Director, and returned to Campus Security within two weeks of receipt.

This request

<i>Date Requested</i>

Department

<i>School or Department</i>
<i>Dean or Director</i>
<i>Phone number</i>
<i>Email address</i>

Administrator List

<i>First Name</i>	<i>Last Name</i>
<i>Phone</i>	<i>Email</i>
<i>Restrictions</i>	

<i>First Name</i>	<i>Last Name</i>
<i>Phone</i>	<i>Email</i>
<i>Restrictions</i>	

<i>First Name</i>	<i>Last Name</i>
<i>Phone</i>	<i>Email</i>
<i>Restrictions</i>	

<i>First Name</i>	<i>Last Name</i>
<i>Phone</i>	<i>Email</i>
<i>Restrictions</i>	

<i>First Name</i>	<i>Last Name</i>
<i>Phone</i>	<i>Email</i>
<i>Restrictions</i>	

Endorsement

<i>Dean or Director's signature</i>
