

University of North Georgia
UNG Card Services

Access Control Request Form for Dahlonega, Cumming & Blue Ridge

UNG Card Services Use Only
Received: _____
Completed: _____

Requestor's Name (PRINT) _____ Requestor's UNG ID (90#) Number _____

Department Name _____ Staff Faculty Student

Email _____ EXT: _____

Department Head _____ Department Head's Signature _____

Section I – Individual Request*

Building Name _____ Room Number _____

Card Access Categories Saturdays from _____ to _____ Sundays from _____ to _____ 24/7
 Normal Business Hours

Reason for Request _____

Section II – Server Room Request*

Indicate which of the following are needed: Library Technology Hansford Hall Server Room Convocation 203B Cumming Blue Ridge

Card Access Categories UNG Business Hours: Monday – Thursday 7:30AM to 5:30PM and Friday 7:30AM to 3:30PM
 24/7

Reason for Request _____

Signature of IT CIO: _____ or **Signature of SR. VP of Business and Finance:** _____

Section III – Group Request*

Building Name _____ Room Number _____

Card Access Categories Saturdays from _____ to _____ Sundays from _____ to _____ 24/7
 Normal Business Hours

Reason for Request _____

Place attach list of the names and ID numbers

*Please note: Access Control changes will only be made during normal business hours.
Access requests will be granted within one business day of receipt of the signed Access Control Request Form.
Access Control Requests must be made at least 24 hours before the requested date and no more than a week before.

PROCEDURE

This form is required when requesting access.

Fill out form with the requestor's name, 90# ID number, department NAME, and EMAIL and EXT number. Select Staff, Faculty, or Student. Enter the name of department head or supervisor. Select the access category. For card access controlled buildings, indicate the building name. For group access request, please attach a list of the names and ID numbers that are to have access.

Categories

24/7

Saturdays

Sundays

Normal Business Hours

What it does

Allows access 24 hours a day, everyday

Allows access on Saturdays – indicate the time frames needed

Allows access on Sundays – indicate the time frames needed

Allows access Monday through Thursday 7:30 AM to 5:30 PM and Friday 7:30 AM to 3:30 PM

1. Submit form to the appropriate department head for signature approval.
2. Send the signed form to UNG Card Services either by email, card-dah@ung.edu, or interoffice mail.
3. UNG Card Services will evaluate the request, make a recommendation and the request will be activated within one business day.
4. UNG Card Services will notify via email the requestor, all department heads of building(s)
5. Requester's Department **must** also fill out Public Safety's Information Form: <https://forms.ung.edu/view.php?id=1375119>
This online form is Public Safety records only and does not provide access. Public Safety needs a comprehensive list of all who have access to buildings after-hours.

GAINESVILLE AND OCONEE ACCESS REQUESTS

This form is not for card access at the Gainesville or Oconee Campuses. Access Request for either must be submitted the online form:

<https://login.myschoolbuilding.com/msb>

Please contact the Gainesville Card Services (678-717-3914 or card-gvl@ung.edu) for question regarding Gainesville or Oconee Card Access.

Updated 2/14/2023

Please contact UNG Card Services at card-dah@ung.edu or call 706-864-1404 for any questions regarding this document or if you need this document in another format.