

Please make sure to read all the procedures as some have changed.

University of North Georgia
UNG Card Services
Access Control Request Form

UNG Card Services Use Only

Received: _____

Completed: _____

Requestor's Name (PRINT) _____

Requestor's ID 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 if one of the following are needed or both: Library Technology Server Room Hansford Hall Server Room

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 II – 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, ID number, ***department NAME, and EMAIL** and **EXT number**. Select Staff, Faculty, or Student. Enter the name of department head. 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 8:00 AM to 5:30 PM and Friday 8:00 AM to 3:00 PM

1. Submit form to the appropriate department head for 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>
Public Safety needs a comprehensive list of all who have access to buildings after-hour regular business hours on campus.

*Changes from previous procedure updated 9/13/2021

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.