Card Access Requests

- The best way to request card access is to fill out the Card Access Request Form which is located on the COEN website under Faculty and Staff Resources. (See Fig. 1)
- Only Faculty or Staff are to fill out the form. (See Fig. 2)
- If you have multiple access requests for a room (ex. ENGR 111) you can attach an Excel Spreadsheet.
- You can have multiple rooms/buildings on a request. (ex. ENGR 111, MEC 301)
- When the form is submitted it creates a ticket in Spiceworks and is an easy way to keep track of all requests. (See Fig. 3)
- This handout will be available at https://coen.boisestate.edu/coen-administrative-processes/ and also at http://coen.boisestate.edu/wds/documentation/

Fig. 1
Fig. 2

COLLEGE OF ENGINEERING CARD ACCESS REQUEST FORM

Faculty can use this form to request card access to COEN buildings and rooms for their students. If you have multiple access requests you may attach a document that contains a list of names in the following formats: docx, doc, csw, zip, xlsx, pdf.

If you have any questions please contact Michele Armstrong

Faculty Requester*

(first and last name of person submitting the request)

Faculty Requester Employee ID *

Name *

(first and last name of person needing access)

Boise State ID # *

Security Code

(6-digit code located on back of card)

Room Number

(Ex. ENGR 306, MEC 214)

Building

- ENGR
- MEC

Night / Weekend Building Access Required? Select

- Yes
- No

Duration – End Date *

Uploaded File

(select one file)

Notes:

This Section for Tracking Use Only

#assign Michele

Fig. 3

College of Engineering

to conhelp

Faculty Requester

Justin Larson

Faculty Requester Employee ID

11230780

Name

Derek Nesbitt

Boise State ID #

112168446

Security Code

99598M1

Room Number

MEC 314

Building

- ENGR
- MEC

Night / Weekend Building Access Required?

- Yes

Duration – End Date

08/20/2016

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#assign Michele