

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)
- Contact Michele Armstrong at marmstro@boisestate.edu first before calling facilities.
- This handout will be available at <https://coen.boisestate.edu/coen-administrative-processes/> and also at <http://coen.boisestate.edu/wds/documentation/>

Fig. 1

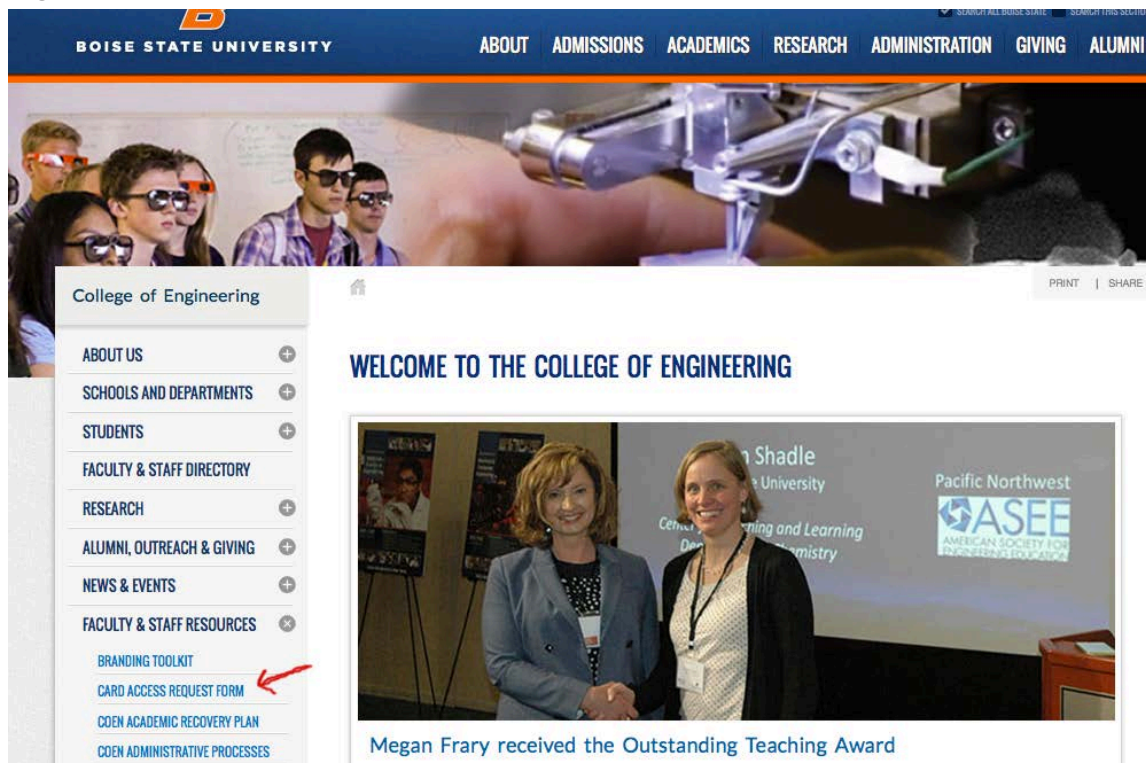


Fig. 2

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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, csv, xls, 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

(5-digit code located on back of card)

Room Number

(i.e. ENGR 336, MEC 214)

Building

ENGR
MEC
HML
ERB
Extended Studies
1021 Manitou Annex

(only if building access is needed) Hold down the control key (pc) or command key (mac) to select more than one building.

Night / Weekend Building Access Required?

Duration - End Date *

Upload File No file selected.

(if multiple list of names please upload a file)

Notes:

This Section for Tracking Use Only

Fig. 3

College of Engineering
to coenhelp

Faculty Requester	Justin Larson
Faculty Requester Employee ID	111230780
Name	Derek Nesbitt
Boise State ID #	112168446
Security Code	9958M1
Room Number	MEC 314
Building	<ul style="list-style-type: none"> • ENGR • MEC
Night / Weekend Building Access Required?	Yes
Duration - End Date	08/20/2016
This Section for Tracking Use Only	#assign Michele