ARIZONA STATE UNIVERSITY
POLYTECHNIC CAMPUS

Sun Card Access Request

ISAAC is the electronic door access security system for Arizona State University (Integrated System for ASU Access Control). Gain access through ISAAC secured doors by swiping your ASU Sun Card.

Instructions

1. Provide all information requested in Section I.
2. In Section II, identify the buildings/rooms to which you are requesting access
3. Read the terms and conditions in Section III. If you agree with these, sign and date the form.
4. Section IV: For each request in Section II, obtain an appropriate authorizing signature(s).
5. Submit completed form to your dean's office for processing.

Section I: Personal Information (please print legibly)

(1) Requestor - Last Name   (2) First Name   (3) ASU Affiliate Number   (4) Date

(5) Unit or Department   (6) Dept. HR Code   (7) Sun Card Badge Number   (6) ASURITE ID

(9) Title (faculty, staff, grad student)   (10) E-mail Address   (11) Telephone Number

(12) Period of Time Requested (mm-dd-yyyy)   (13) Type of Access (check one)
Start _____   End _____   ☐ New   ☐ Renewal   ☐ Additional Doors

Section II: Building and Door Access Requested

(14) Building Name(s) and Room(s)   Building Name(s) and Room(s)

Section III: Access Agreement

1. Access for legitimate University business only.
2. Do not open doors for others.
3. Do not loan Sun Card to another party.
4. Service unit personnel will access areas only upon specific request of the user or in an emergency.
5. Report lost or stolen Sun Cards immediately to 480.965.CARD (2273) or login to suncard1.com.

I agree to these guidelines and understand that my continued card access depends on abiding by them.

(15) Requestor Name (please print)   (16) Signature   (17) Date

Section IV: Authorization Signature(s)

(18) Authorized Signer (please print)   (19) Signature   (20) Date