

ISAAC ACCESS REQUEST

School of Arts, Media and Engineering + Digital Culture

The Integrated System for ASU Access Control (ISAAC) is the door access security system for Arizona State University. Use your ASU Sun Card (issued after January 1, 2004) to gain entry through doors that are secured using ISAAC card readers.

Instructions:

1. Provide all information requested in Section I.
2. Identify the location(s) to which you are requesting access in Section II, and obtain approval of faculty or staff supervisor/advisor.
3. Read the access guidelines in Section III. If you agree to abide by these guidelines, please sign and date.
4. Submit the completed form to Brickyard 395.

Section I: Personal Information

Requester (Last Name, First Name)	Affiliate Number (10-digits from Sun Card beginning with "1")
Email Address	Home Department
Title (Undergraduate Student, Graduate Student, Volunteer, Visiting Researcher)	
Type of Access	Badge ID Number (REQUIRED) : (5 or 6 digit number on back of Sun Card, following the "2*")
<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Additional Doors	
Circle Requested Semester of Access. <i>Note: Graduate students requesting yearly access must circle all three semesters. All other requests are processed on a semester basis; thus, request forms must be submitted with approvals each semester.</i>	
Fall 2010	Spring 2011 Summer 2011

Section II: Approvals

Check box(es) of requested location(s)	Printed name of approver (faculty or staff instructor/supervisor/advisor)	Signature
<input type="checkbox"/> Brickyard 395		
<input type="checkbox"/> Matthews Center		
<input type="checkbox"/> Stauffer (East Breezeway Doors)		
<input type="checkbox"/> Tower B (DAR)		
<input type="checkbox"/> *Tower A North Entr		

*Burleson students only

Section III: Access Guidelines

- Use the access only for legitimate university business. For more information, see the Property Control System Manual, Section 902: <http://www.asu.edu/aad/manuals/pcs/pcs902.html>
- Access area using your own credentials/card. Do not provide area access to others or accept access from others.
- Do not tamper with or attempt to disable any security device.
- Secure exterior doors upon departure from the area.
- Report any door problems or failures to Cheryl.Braciszewski@asu.edu, School of Arts, Media and Engineering.
- Report any suspicious individuals or other security issues to an ASU representative.
- Report lost or stolen cards to the Sun Card Office or at www.suncard1.com. You may also need to reapply for access.

I have read, understand and will comply with these guidelines. I understand that my continued card access depends on abiding by the guidelines, and that violation of property control system policies may result in disciplinary action. **DIGITAL CULTURE STUDENTS: I understand that violation of these policies will result in disciplinary action, which could include temporary or permanent loss of ISAAC access to Digital Culture facilities, which will jeopardize my success in the Digital Culture program.**

Printed Name

Signature

Date