Electronic Access Control Policy

**Purpose**

Describe Electronic Access Control procedures and responsibilities for University granted electronic access.

**Policy**

Routine access to locked University facilities or areas within University facilities required for the performance of an employee's assigned duties will be provided through the granting of electronic access.

Electronic access to buildings, offices, and other facilities may only be granted to a University employee upon proper authorization by a Department.

a. Electronic access may not be granted to a student unless the student has a University appointment as an Assistant Instructor, Teaching Assistant or Research Assistant, or the University department or office requesting the electronic access for a student requests an exception.

**Procedures**

The Department will be responsible for initiating requests for electronic access to be granted to their faculty, staff and student employees.

The designated Department administrator must submit a properly completed electronic access request form to the Facilities Services Key Shop and provide the following information:

a. Name of the person to whom electronic access is granted and their identification number assigned by the University Miner Gold Card office (only one name per electronic access request form).

b. Building for which electronic access is to be granted (one item per line). Specify the days of the week and time frames access is granted. Include a start date and end date for electronic access.

c. Room number(s) for which electronic access is to be granted (one item per line).

d. Signature and extension of person to whom electronic access is granted.

e. Signature of designated Department administrator authorizing the access.

f. Justification for exception to student access policy.

The Department should have an internal Access Control process and/or procedures to track all electronic access granted upon request by the Department.
Persons to whom University electronic access is granted much acknowledge to the department that they will assume full responsibility for the proper use of electronic access they are granted. The electronic access recipient also agrees that they:

a. Will not lend or otherwise permit their Miner Gold Card to be used by any other person to gain electronic access to spaces;

b. Will report the loss or theft of their Miner Gold Card within 24 hours as per the Lost Key Procedures;

c. Will use the electronic access granted to gain access only to the assigned work area(s) to conduct University business; and,

d. Will ensure the door(s) to assigned work area(s) is / are properly locked or otherwise secured when leaving the area(s) or at the conclusion of work.

Once Electronic Access requests are processed, access will be granted within 24 to 48 hours after the date of receipt. Electronic Access requests with erroneous or missing information will not be processed and will be returned to the department for corrections.

**Applicability**

Applies to all University departments.

**Responsible Party**

Director, Facilities Services

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