

Chadron State College
Request for EagleCard Door Access

Signatures below indicate an understanding and agreement of the liability issues (including expenses) related to the issuance of CSC key(s); inappropriate use of keys may result in disciplinary or legal action. See Employee Handbook, page 5, for key policy.

Employee Name: _____ NUID: _____

Employee Signature: _____ Date: _____

Access Requested:

Residence Halls

| 24/7 Access | 7:30-4:30M-F Access | Building |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Andrews Hall East External |
| <input type="checkbox"/> | <input type="checkbox"/> | Brooks Hall South External |
| <input type="checkbox"/> | <input type="checkbox"/> | Eagle Ridge 1 Ground External |
| <input type="checkbox"/> | <input type="checkbox"/> | Eagle Ridge 1 Upper External |
| <input type="checkbox"/> | <input type="checkbox"/> | Eagle Ridge 2 Ground External |
| <input type="checkbox"/> | <input type="checkbox"/> | Eagle Ridge 2 Upper External |
| <input type="checkbox"/> | <input type="checkbox"/> | Eagle Ridge 3 Ground External |
| <input type="checkbox"/> | <input type="checkbox"/> | Eagle Ridge 3 Upper External |
| <input type="checkbox"/> | <input type="checkbox"/> | Edna Hall South External |
| <input type="checkbox"/> | <input type="checkbox"/> | High Rise North External |
| <input type="checkbox"/> | <input type="checkbox"/> | Kent Hall West External |

Campus Buildings

| 24/7 Access | 7:30-4:30M-F Access | Building |
|--------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Miller Hall South External |
| <input type="checkbox"/> | <input type="checkbox"/> | NPAC Hall East External |
| <input type="checkbox"/> | <input type="checkbox"/> | Student Center South External |

Supervisor Approval/Signature: _____ Date: _____

VP Admin & Finance Approval/Signature: _____ Date: _____

To be Completed by Department of Information Technology

ID Card System Entry: _____ Date: _____

Person in Group – Group Name(s): _____

Group in Rule Set – Rule Set(s): _____

Entry in Spreadsheet: _____ Date: _____