

***Facilities Management***

**AUTHORIZATION FOR KEYLESS EXTERIOR ENTRY E-FORM INSTRUCTIONS**

**What is Keyless Access?**

Keyless access using the SIUE Identification (I.D.) Card provides security for University Buildings and Facilities while providing access to authorized areas. As such, the SIUE I. D. Card is considered an issued key and its use for keyless access is regulated by the SIUE Key and Lock Policy available for review at <http://www.siu.edu/POLICIES/6f2.html>

Keyless access allows after-hours building access to staff as required by employment or, in some circumstances, to students for class assignments. Student keyless access is restricted to current enrollment and is granted for one semester. Access approval for students is required each semester.

Key Control controls exterior access and the building door schedule. Key Control grants the initial keyless access to the “key recipient”, but continuing access is controlled by conditions of employment and/or student enrollment. **The employing or enrolling department dean or director is responsible for contacting Key Control when employment or educational conditions no longer warrant keyless access.** Contact the Key Control office at ext. 3200 (618-650-3200) for keyless access door locations and/or questions regarding use.

There is no cost to grant or change keyless access for approved employees or students. **In case of lost SIUE I.D. Card, the key recipient must notify the Service Center at ext. 2080 (618-650-2080) within one business day of loss.** Continued keyless access requires the key recipient to obtain a newly issued SIUE I.D. Card from the Service Center.

**Instructions for completing the Authorization for Keyless Exterior Access Form**

Access the Authorization for Keyless Exterior Access e-form at [www.siu.edu/FORMS](http://www.siu.edu/FORMS) using Internet Explorer browser version 5.0 or greater.

The dean or department director must approve exterior keyless access for employees and students. Delegation of approval signature is not accepted as authorization for keyless access. One week written notification to Key Control office is required by the dean or department director when requesting holiday building access or when student access is requested out of the specified enrollment period. The department dean or director and department secretary will be notified by email when access has been granted.

<b><u>Field</u></b>	<b><u>Entry instructions</u></b>
Date	No entry required
Key Recipient Last Name	Last name of key recipient
First	First name of key recipient
I.D. #	University Identification Number
Faculty, Staff, Student	Click appropriate radio button
Department Name	Employing or enrolling dept.
FAS account number	Departmental account number
Building Name	Building for keyless access
Fall, Spring, Summer	Student semester access OR specified employee access
Year	Enter in last two digits of year
Continuing	Option only available for staff who require continuing access
Key Recipient email	Email address of recipient
Dept. Head/Director Name	Dean /Director name
Email	Email address of Dean/Director

Once the e-form is completed on-line and printed, obtain the signature approvals of the key recipient and departmental department dean or director. **Forward the original completed form to the Key Control office at Box 1039.**