

Request to Add, Delete Lock Codes and Set Access Levels

This access control form is used for adding or deleting user credentials from Sargent or Omni keyless entry locks. Please include the work order or chargeback number (if over 3 changes per week) and send the completed form to the PPM Lockshop.

Please allow at least 48 hours for your request to be completed. If you find that you have an emergency situation and need the request completed sooner than the normal time period, please contact Work Control at ext. 2222 and indicate that the request is urgent.

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| Room(s) | Name and  CSUN ID # | Add:  C = Code  M = Mag Card  L = State ID/License  P = Prox Card | Title:  1 = Faculty  2 = Student  3 = Staff  4 = Parent  5 = Contractor | Delete:  C = Code  M = Mag Card  L = State ID/License  P = Prox Card | Contact Person  Responsible for codes |
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|  | Name and CSUN ID # | Room(s) | MTWThF  Access **√** | Saturday Access  **√** | Sunday Access  **√** | Holiday Access  **√** | 24Hr  Always  **√** | Time Schedule or Notes |
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Authorized By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ ext.:­­­\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ext.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department or College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Request or Chargeback Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_