

STOCKTON UNIVERSITY

PROCEDURE

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Access Control for University Property

approval from an employee's Divisional Executive or designee.

Employees who require access to University buildings during times when the buildings are secure may request keys and/or an assigned electronic access/identification card to the outside building doors. All requests must be approved by the Divisional Executive or designee. Once approved, the required Work Request is forwarded to Access Control.

Keys are issued at the Access Control office.

B. Initial Electronic Access/Identification Cards

Electronic access/identification cards for employees are programmed by Access Control and issued at the Registrar's Office.