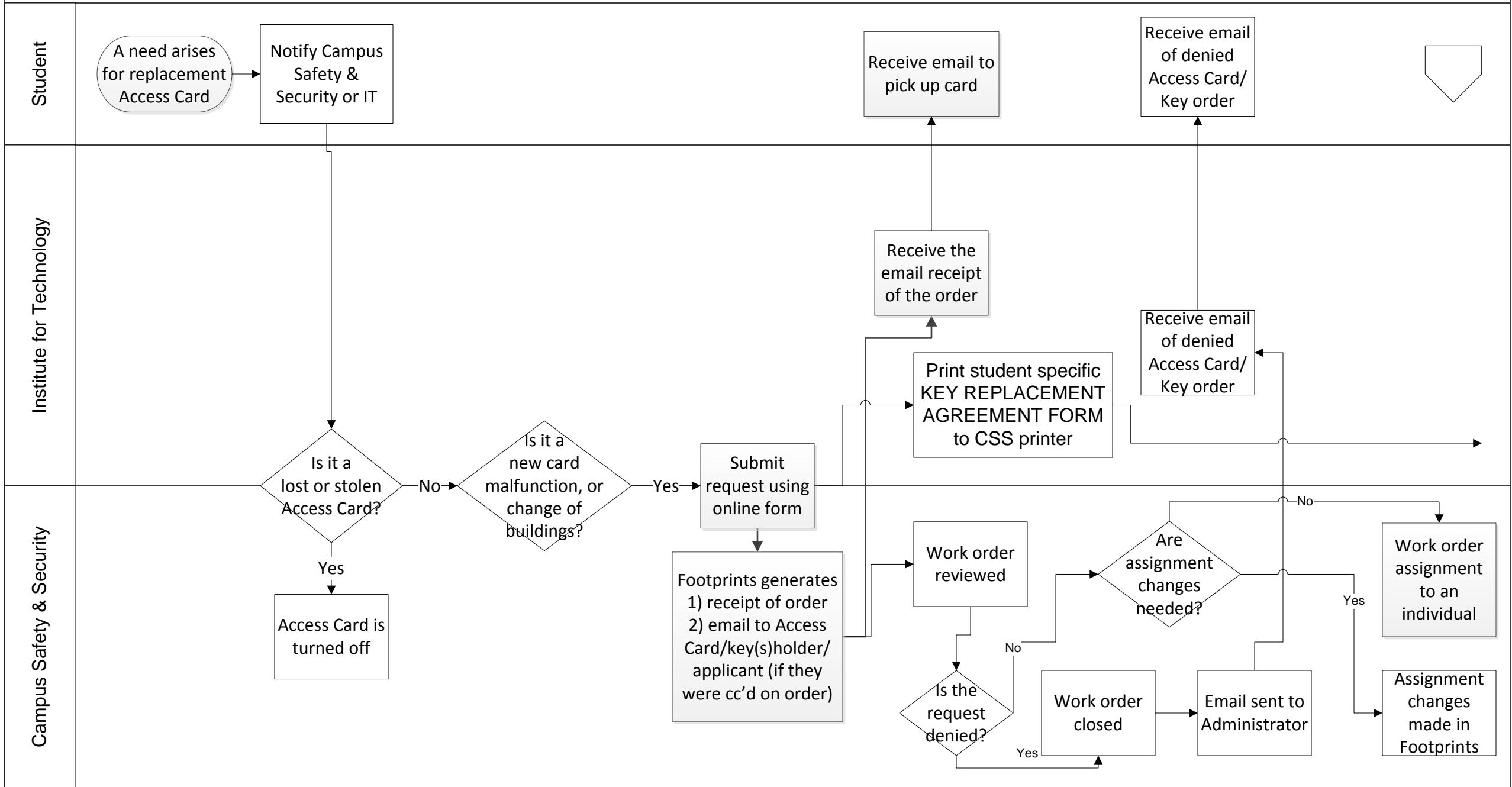


Bulk Access Cards Replacement Process Improved, Campus Safety & Security, Administrative Services

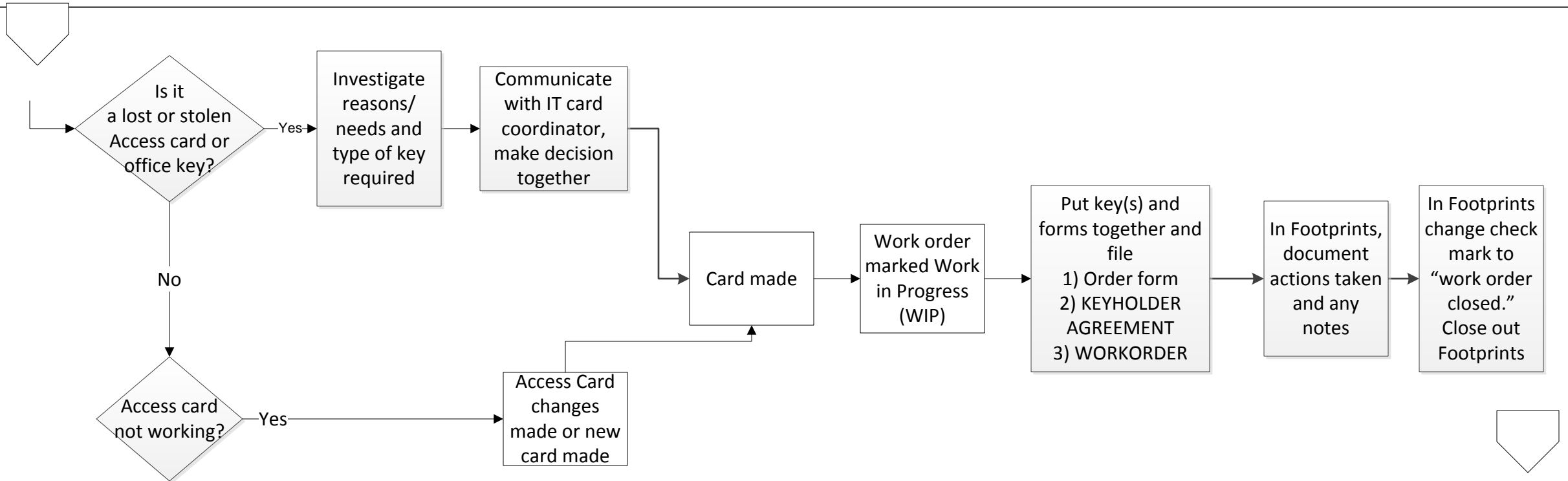


Bulk Access Cards Replacement Process Improved, Campus Safety & Security, Administrative Services

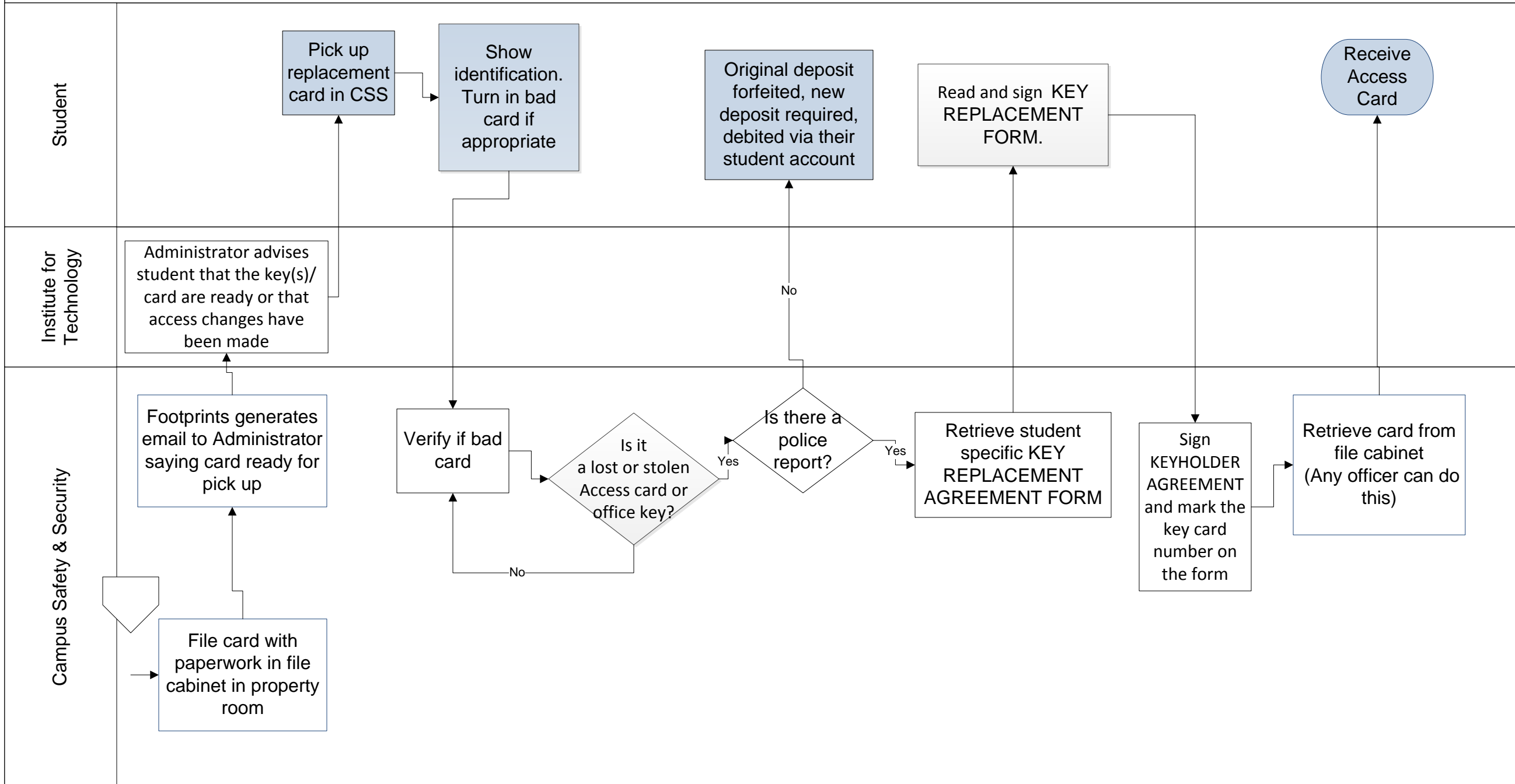
Student

Institute for Technology

Campus Safety & Security



Bulk Access Cards Replacement Process Improved, Campus Safety & Security, Administrative Services



Bulk Access Cards Replacement Process Improved, Campus Safety & Security, Administrative Services

Student

Institute for
Technology

Campus Safety & Security

Cashier

Update database if
necessary

In
Footprints,
document
actions and
notes

In Footprints
change
check mark
to "work
order
closed."
Close out
Footprints

File forms in red
box on top of file
cabinet (Any
officer can do
this)

Email list of
students
who got new
keys so
cashier can
charge their
account

Receiver
email list of
students
who got new
keys

Charge the
student account
for the
replacement key
deposit