

ACCESS CARDS AND HARD KEYS ACQUISITION IMPROVED PROCESS, Administrative Services, Campus Safety & Security

Access Card or
Hard Key
Customer

A need arises
for Access Card
or Hard Key(s)

Department
Administrator(s)

Determine times of
access, buildings, rooms
and whether hard keys or
electronic access cards

Online form
filled out,
including
budget
number in
case of
charge

Access change
request should be
indicated on form

Receive the
email receipt of
the order

Campus Safety & Security

Footprints generates
1) receipt of order
2) email to Access
Coordinator

Verify
authorization, any
space change
issues and
previous access

Communicate timeline
and status if denial or
pending review for
approval

Work order
assignment
to an
individual

Footprints
adds job to
the work
order list

Do they need
access to enter
other buildings or
rooms beyond
what they have?

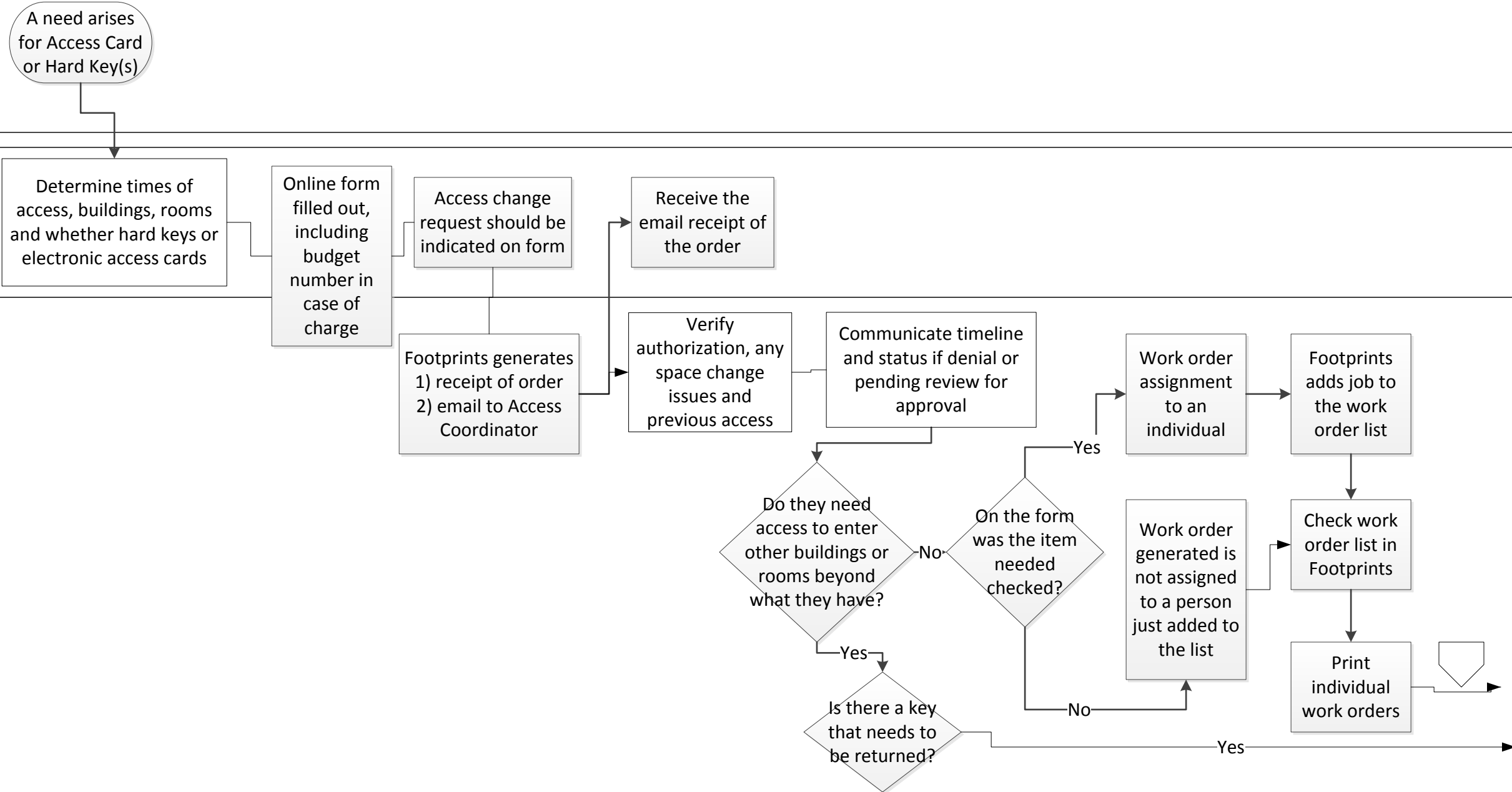
On the form
was the item
needed
checked?

Work order
generated is
not assigned
to a person
just added to
the list

Check work
order list in
Footprints

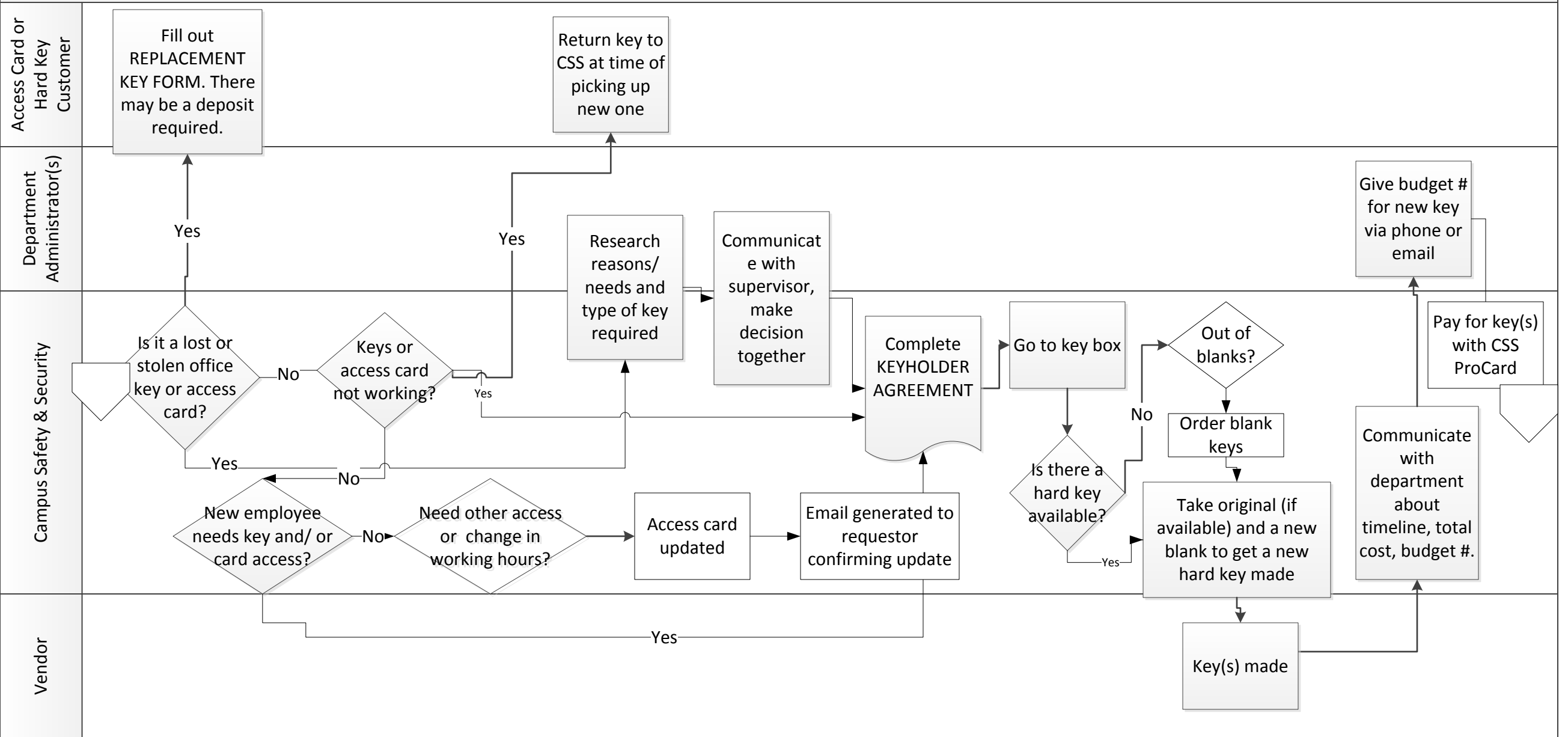
Print
individual
work orders

Is there a key
that needs to
be returned?



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Phase



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