Procedure:

The principles of the Electronic Access System:

1. The requesting unit provides: the financial resources for initial design and installation including training costs and the human resources for ongoing administration of card production/access changes/reprogramming, etc.

2. The requesting unit is responsible for purchasing and maintaining any equipment necessary for the system to operate including laptops, readers, cards, etc.

3. New card access systems shall conform to the University’s standardized system.

4. Designers shall involve Campus Community Police in the system design and commissioning. Campus Community Police will charge the Project for their services.

5. Physical Resources is involved in system design and installation via the project or work order process.