

 EASTERN MICHIGAN UNIVERSITY <small>DIVISION of INFORMATION TECHNOLOGY</small>	Procedure	
	Effective Date	Date of Last Revision
	03/09/2015	07/12/2015

Chapter Name	
Security	
Chapter Number	Title
8.18.P.1	Grant or Remove card access to an exterior door in an Academic or Administrative Building

1.0 Purpose

This document defines the procedure to be used to update door plan access for all exterior door plans managed by the Division of Information Technology.

2.0 Governing Policy	
Number/Document Name	Effective Date
8.18 ID Card System Security	03/09/2015

3.0 Procedure

To grant/remove card holder access to an exterior door using the ID card system:

Building Administrator or authorized designee:

1. Complete Google Form at: <http://goo.gl/forms/ZkfEFnzGCO>

Division of Information Technology:

2. Receive completed Google form.
3. Verify request was submitted by the Building Administrator or authorized designee. If not from authorized requester, mark request as invalid in the tracking spreadsheet and then stop processing.

If requestor is authorized:

4. Login to ID card System.
5. Update plan designated on form by adding or removing specified EIDs.
6. Send e-mail notification to requestor that request is completed.
7. Update Google tracking spreadsheet to identify who completed the request, that e-mail notification was sent and that the date completed.

4.0 Responsibility for Implementation

The Director of Network and Systems Services or the Director assigned responsibility for IT Security is responsible for implementing this policy.

5.0 Definitions	
Term	Definition

6.0 Revision History	
Description	Approval Date
R. Jenkins – Draft – 03/10/2015	
Policy Committee – 1 st Review	04/30/2015
Policy Committee – Approval	07/09/2015
CIO Approval	07/12/2015