

 EASTERN MICHIGAN UNIVERSITY <small>DIVISION of INFORMATION TECHNOLOGY</small>	Procedure	
	Effective Date	Date of Last Revision
	03/10/2015	07/12/2015

Chapter Name	
Security	
Chapter Number	Title
8.18.P.2	Change Access Schedule for Exterior Door Reader in an Academic or Administrative Building

1.0 Purpose

Occasionally, door access schedules need to be modified to accommodate holidays or special events. This procedure defines the process for requesting that I.T. modify door access or holiday schedules associated with exterior door readers.

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

3.0 Procedure

Building Administrator or authorized designee:

1. To change a door access schedule, send an email to eaglecardtech@emich.edu that includes the following detail:
 - a. Building Name
 - b. Door(s) to modify
 - c. Beginning date and time of new schedule
 - d. If temporary change, include end date and time of new schedule
 - e. Describe new access schedule. (No access, Access limited to 8AM-5PM)

I.T. Card System Technical Team:

2. Receive request via e-mail to mailing list.
 3. Verify request was submitted by the Building Administrator or authorized designee. If not from authorized requestor, respond back to requestor that they are not authorized to submit requests for the specified building and then stop processing the request.
- If requestor is authorized:
4. If the request is unclear, contact requestor to clarify intent.
 5. In the ID card system, update door schedule.
 6. Notify requestor when request is complete with cc to team list.

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