SJSU ACCESS SECURITY PROTOCOL FOR FACULTY/STAFF

HOW TO GAIN PERMISSION FOR ENTRY TO ACCESS CENTER

- Faculty members are welcome to work in ACCESS during normal hours of operations (M - F from 9 AM – 5 or 6 PM). If access to the facility is required outside of these hours, please provide the following:
  - A written request stating the reasons for the additional days and hours, and how the facilities will be used.
  - The anticipated number of people as well as any equipments that will be used.

NOTE:

- Prior permission to work in ACCESS (Clark 240) must be obtained from the Faculty Director, Hien Do, and the Associate Dean, Jan English-Lueck, or ACCESS Adviser Chapman.
- Permission must be renewed each academic year.

SECURITY - Once access is granted:

  - Direct Access (e.g., keys and security electronic codes) to CLARK 240 will only be issued to those with express written permission from one of the delegated supervisors (English-Lueck, Do or Chapman).
  - Security codes to alarm the system will only be valid for the academic year the request is made for.
  - Key requests should be submitted to the College of Social Sciences Dean’s office and should be picked up promptly at the University Key Control when they are ready.

Questions about gaining access or security issues to facilities should be directed to Dr. Hien Do (924-5461), Associate Dean English-Lueck (924-5347) or Ms. Valerie Chapman (924-5364).

Please sign below that you have read, will comply with the requirements for gaining permission and applying security issues to use these facilities. A signed copy of this form or its original needs to be on file in Clark 240.

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Signature                  Email                    Phone Number       Date