

Card Access Request

To enhance the safety and security of Northern Arizona University's communities, all Campus Living communities (CLCs) with common entrances are locked 24 hours daily, 7 days a week. Access to NAU's CLCs is by JacksCard and is limited to current community members and departmental affiliates who have been approved by Campus Living. JacksCards are available to individuals, not companies or entities, and can be purchased from the NAU JacksCard Office, located in the University Union. *Individuals not already affiliated with the university must indicate that they are also requesting for Campus Living to sponsor their University Affiliate Status.*

Request Date:

Requester Information

Requester's Name:

Phone:

Email Address:

NAU ID Number:

Name of requester's supervisor (must be full-time NAU employee):

Email of requester's supervisor:

Date background check completed (required of all NAU staff members):

If background check not complete, please explain why this requirement should be waived:

Department/Company/Organization

Department Name:

Department Phone Number:

Building Access Request (please be specific)

Communities/Buildings:

Days and Times access is needed:

Justification for access to the desired buildings:

Student Staff Member Access (please be specific)

Note: Student staff access automatically expires on the last day of the term. Student staff access will be renewed for the specified terms. Student staff member requires access for the following terms (check all that apply):

Fall

Winter

Spring

Summer

Terms of Door Access to Departmental Affiliates:

1. Your JacksCard is to be used by only you. You must immediately report to the JacksCard Office if your card is lost or stolen. Replacements are at the expense of the cardholder.
2. Your JacksCard is to be used for access to NAU's Campus Living communities solely for the justification you provided.
3. Do not block-open, unlock, or tamper with any building entrance as it may disallow authentication for entry/re-entry.
4. Failure to adhere to use guidelines at any time may result in card access being revoked and may be grounds for employment action.
5. You should not allow anyone to access a building using your card or to enter the building with you if you do not know them.
6. I have completed all required NAU trainings (<https://nau.edu/human-resources/employee-resources/training/required>).

I agree to the terms of Door Access and Building Access:

Employee Signature:

Date:

Employee has completed Harassment and Discrimination Prevention training.

Supervisor's Name:

Supervisor's Signature*:

*If signed electronically, this document must be received from the supervisor's email.

Return Form To:

ATTN: Card Access, Campus Living
Box 6100

Signed form may also be scanned and submitted via email attachment to:
CampusLivingCardAccess@nau.edu

APPROVED BY: _____ **DATE:** _____

	Affiliate form completed	Completed by:	Date:
	Door access granted	Completed by:	Date:
	Supervisor notified	Completed by:	Date: