

Texas A&M University – Commerce
DOOR ACCESS AUTHORIZATION FORM

The purpose of this authorization form is to assist with granting door access to staff and others who support our learning environment. Instructors with classroom assignments in the Event Management System (EMS) and Banner System will automatically be given access to designated locations one week prior to first class day. It is important to report any instructor/staff room changes immediately in the EMS reservation system so that the Banner database can be updated and the door management team notified of the change.

All other requests must be made in writing and approved by the dean of your college by using this form.

System authorization or this form will be required for making a request to access rooms and buildings for instruction. Program is intended to be keyless so a valid Lion Card (University ID) will be required to gain access. Access should be granted within 48 hours of receipt of form. The form will be returned if not properly completed or approved. Building, Room Number, Start Date and End Date are required.

Room assignment requests and changes will not be accepted by phone or email.

Last Name		First Name		UIN#	
Department		Lion Card # (CWID)		Email or Telephone	
<input type="checkbox"/> ADMINISTRATOR	<input type="checkbox"/> FACULTY/STAFF	<input type="checkbox"/> GA or TA	<input type="checkbox"/> ADJUNCT		
<input type="checkbox"/> STUDENT EMPLOYEE	<input type="checkbox"/> RESEARCH	<input type="checkbox"/> OTHER (Describe): _____			

<i>Building</i>	<i>Room Number</i>	<i>START DATE</i>	<i>END DATE</i>

Signature	Print Name	Department	Date
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Note change : Approval Required by Department Head and Dean

Department Head Signature	Print Name	Department	Date
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Dean Signature	Print Name	College	Date
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Completed forms (*all signatures*) should be sent via Email to Jennifer.Perry@tamuc.edu or delivered to Auxiliary Services, McDowell Administration Room 170C