



KEYBOX ACCESS REQUEST FORM

Department of Access Control & Security Systems

1802 E. 25th Street, PS-243

Phone: (216) 687-5386 FAX: (216) 802-3383

access.security@csuohio.edu

User's Name: _____
Last First CSU I.D. #

E-mail: _____ Phone: _____

Student Faculty Staff Contractor Temp/Volunteer Department: _____

Project Name (if applicable): _____

Funding codes (if key/ring does not exist): _____

CSU Point-of-Contact (POC) approval: _____
Print signature date

Building	Floors / Rooms	Keybox/ring (office use)

Access valid: M-F Saturday Sunday Date to deactivate access: _____

It is important that you return the keyring to the assigned slot within the allotted time period or else an alarm will be broadcasted with notifications sent to AC&SS, your POC, and the following that you provide for Police to contact:

Name: _____
Last First

E-mail: _____ Phone: _____

- You will receive a telephone call from AC&SS asking you to verbally provide a 5-digit keybox access code that you can easily remember (no birthdates, years, consecutive numbers, or other easily guessable codes). Please have a code in-mind.
- You will be informed of the default time-limit for the keyring being out of its slot. If you anticipate the need to have the keyring out longer than allowed, contact AC&SS well in-advance to avoid alarms/alerts.
- It is necessary and important to your well-being to read the "Keybox Access Rules & Regulations" at <http://www.csuohio.edu/offices/accesssecurity/>. If you need a printed copy of the rules and regulations that affect you personally and legally, please ask for a copy from your POC or AC&SS before signing this form.
- Inter-office, deliver, scan/e-mail, or fax this completed/approved form to the office above.
- Your code will be active in your authorized keybox five (5) days after receipt of this form to AC&SS.

Your signature confirms reading and agreement with the "Keybox Access Rules & Regulations."

User's Signature Date

Office Use (date & initials):

Received AC&SS: _____ Activated: _____ PIN: _____