

UNIVERSITY of
HOUSTON
 ELECTRONIC ACCESS CONTROL

Access Control Request

University of Houston

1. Email Completed Form to DAU Department Access User
2. For FAMIS workorder request, please allow 24 to 48 hours.

Requested By	PeopleSoft Number	Phone #	Work Order # (If Applicable)
Estimate Only? <input type="checkbox"/> Yes	Access Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your Email Address	
Training Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	Timezone Change? <input type="checkbox"/> Yes <input type="checkbox"/> No	Programming Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Service Requested

- Please provide detailed descriptions. Requesting 2nd floor general access. Individual is
- Please include as much detail in Remarks section to promptly have your request addressed.
- Response times may vary, but should not exceed 24 hours.

	Building Name	Building Number	No. of Doors	Room Number
1	SERC	545	1	2nd Floor General access
2				
3				
4				

Remarks (Refer to Item # to which remarks apply.)

Desired Completion Date	Departmental Approval	
	Signature	Date

Access Control Workorder

Service Due Date:
Installation Cost:
Billed To: