One-Time Campus Access Request

Staff, Faculty and Student Workers

01	Submit Access Request From	Complete the Access Request Form Use this link to request campus access. <u>One</u> <u>Time Campus Access</u>	Wait for Access Approval You are not authorized to visit campus until you receive a confirmation email	Plan Your Visit
02	Visit Authorization Requests take up to 48 hours to approve. Therefore you must plan to visit campus 2 business days or more after submitting your request.	Requests are approved by HR and Public Safety	Once the request is approved you will receive a confirmation email and instructions	Your Supervisor will be notified of your approved campus visit
03	Visit Campus Parking on campus is only available in the West Garage and the Plaza is closed so follow signage when navigating on campus.	Just before you arrive to campus please, complete this COVID <u>Checklist</u>	Wear a face covering	Exercise social distancing 6 feet or more