CARD ACCESS PROCEDURE

Note that each department has their own access plans. Please see your instructor and they should be able to answer any questions that you may have regarding access associated with their curriculum. If you require further clarification, please see your department secretary. All students enrolled in an SECS course should have access to the external doors and a general purpose computer lab, EC 560, within two weeks after the start of the semester.

1. Swipe your card in a downward direction with the magnetic stripe facing to the right. Make sure the card glides smoothly and is fully engaged in the track.
2. Type your four digit code on the keypad. This is the last four digits of you grizzly ID.
3. Press enter on the keypad.
4. If the door fails to unlock, attempt the first three steps once more.
5. If the door still fails to unlock, email the lab manager, mnbruer@oakland.edu, as soon as you have access to email. Response may take up to 24 hours.

POLICY ENGINEERING CENTER CARD ACCESS

AUTHORIZING BODY:	DR. LOUAY CHAMRA
RESPONSIBLE OFFICE:	SCHOOL OF ENGINEERING AND COMPUTER SCIENCE
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RATIONALE: The following policy is intended to ensure proper protocol is followed to ensure standards are met and procedures are in place to provide temporary access, i.e., on a semester basis. This policy is intended to ensure the safety and curricular needs of the Engineering body are met.

POLICY: All card access must be based on the design determined by the individual department chairs. This plans must be in adherence with Policy 350, found on the Facilities Management page.

To maintain consistency in record keeping, the tracking of access should be centralized. Therefore the sole contact for the card access will be assigned to the lab manager. If you have access issues outside of expected delay contact the lab manager via email, mnbruer@oakland.edu. Use full legal name and the last four figures of your Grizzly ID number. *IMPORTANT: DO NOT GIVE YOUR ENTIRE GRIZZLY ID*, only the last four figures.

The majority of access will be updated every semester based on enrollment and course assignments of faculty, staff, and teaching assistants.

Note that individuals attempting to gain access to labs that are not enrolled in a relevant course must seek approval from the department chair. The labs in SECS are intended to

support the curriculum. Thus, needs not in line with this end must be approved by the department chair.

The card system has auditing. Thus, propping doors of labs is strictly forbidden. Persons caught doing so could be held liable for what many occur in the lab, e.g., accidents, theft, or vandalism.