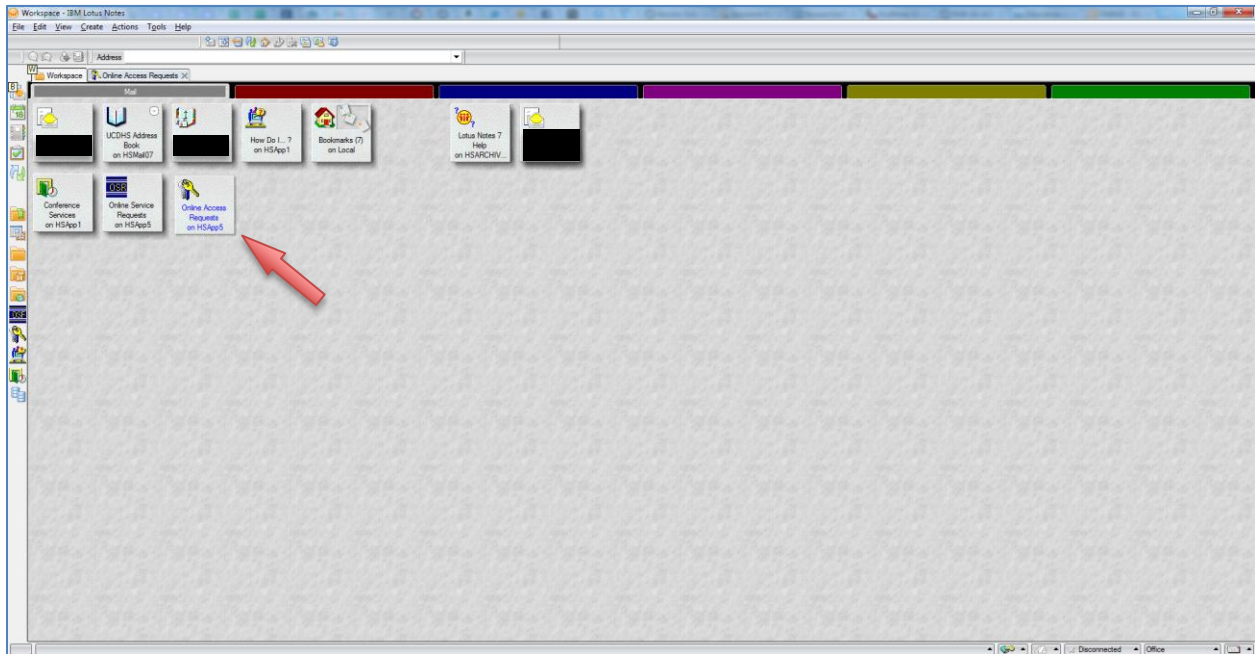
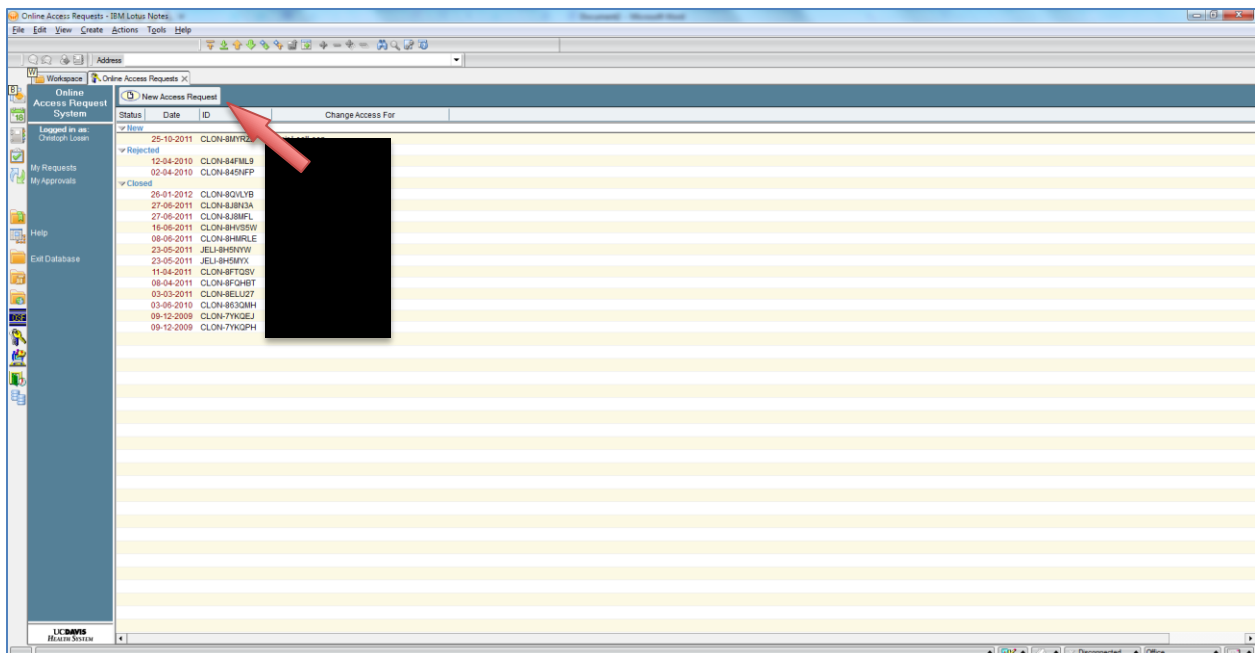


# Requesting key card access to “Research I”

1. Using a Health System computer, log onto Lotus Notes and navigate to “Online Access Request”



2. Click on “New Access Request”



- Fill in the required yellow fields (this is where you provide your personal information), then click on “Grant by system”

**IS ACCESS REQUEST FORM** CLON-RZVF3 31-01-2012

Use this form to request new access, change access, or revoke access to UCDHS network and systems. Please consult departmental policies and procedures that may apply to this process.

**General Information**

*\* or Yellow color denotes a required field*

**Person submitting this request:**

Requester\*: [Redacted] Phone\*: [Redacted]

Email\*: [Redacted]@ucdavis.edu

Special Contact Info:

**Person to change access for:**

Name\*: [Redacted] Job Title\*: [Redacted]

Supervisor\*: [Redacted] DOB: [Redacted]

Employee Type\*:

- NON-UCDHS Employee (includes temp, Volunteer, Non-UCD Student, Visiting/Rotating Resident, Outside/Locum MD)
- UCDHS Employee (includes UCD Residents, UCD MD's, UCD Nurses, SOM, FCN, HBP, HOSP)
- UCD Campus Employee
- UCD Campus Student

UCDHS Department\*: [Redacted]

Building\*: [Redacted] Suite/Room\*: [Redacted]

Phone\*: [Redacted] Fax: [Redacted]

Pager: [Redacted] Current RACF ID: [Redacted] (if applicable)

Start Date\*: [Redacted] End Date\*: [Redacted]

**Access Changes**

**Name change:**

Enter previous name: [Redacted]

**Grant access:**

Grant by profile: [Redacted]

Grant by system: [Redacted]

- Search for “cardkey” (simply type the words) and click OK

**Lotus Notes**

**HELP** **Select Systems to Grant Access To:**

**Add**

Cardkey/BadgeAccess

**OK**

**Cancel**

**Remove Selected** **Remove All**

- Fill out the required information (green check marks; fields with the red mark do not need to be filled). "Building Access Requested" is "Research 1 (Bldg 97)". As a comment, add "Access required to drop off DNA samples for the UCDNA sequencing core". Navigate back to the top of the screen and click "Submit for Approval".

**Name change:**  
Enter previous name:

**Grant access:**  
Grant by profile:

Grant by system:

Badge/Cardkey: Professional Degree (MD, RN, PhD)  Badge Color:

Deactivate & Replace Cardkey:  Lost  Stolen  Defective

Cardkey Number:

**Access Changes:**  
 New Access/New Hire  
 Change Current Access  
 Add To Current Access  
 Renewal  
 No Building Access (Kronos Only)  
 Badge Only

Badge Title:  Dept Name:

Building Access Requested:

Grant access similar to:  RACF ID:

**Revoke access:**  
Revoke by system:

**OR Revoke ALL:**  Revoke ALL Access

**Comments:**

**Additional Information:**  
Approver:

**Name change:**  
Enter previous name:

**Grant access:**  
Grant by profile:

Grant by system:

Badge/Cardkey: Professional Degree (MD, RN, PhD)  Badge Color:

Deactivate & Replace Cardkey:  Lost  Stolen  Defective

Cardkey Number:

**Access Changes:**  
 New Access/New Hire  
 Change Current Access  
 Add To Current Access  
 Renewal  
 No Building Access (Kronos Only)  
 Badge Only

Badge Title:  Dept Name:

Building Access Requested:

Grant access similar to:  RACF ID:

**Revoke access:**  
Revoke by system:

**OR Revoke ALL:**  Revoke ALL Access

**Comments:**

**Additional Information:**  
Approver:

Created On:  Subject:  Assigned To:  Status:  Notes: