# Neuroscience/CNS/MRI AggieAccess and Key Issue Form

| NAME:   |   | □ Fac<br>□ Stat<br>□ GSF | f □ Other_                                | jraduate  |  |
|---|---|--------------------------|---|---|--|
| HOME ADDRESS:<br>Street address C   |   |                          | State                                     | Zip   |  |
| TELEPHONE NUMBER: E-MAII  |   |                          | ESS:                                      |   |  |
| UC ID #:       DEPARTMENT:       LAB/AFFILIATION:         Card Access (section to be completed by Safety & Facilities Manager or Supervisor): |   |                          |   |   |  |
| 1544 Newton Ct.   | 1515 Newton Ct.   |                          | 3 DaVinci Ct.                             | 1629 DaVinci Ct.                                  |  |
| <ul> <li>Entry Doors (24/7/365)</li> <li>Entry Doors (M-F 7am-5:30 pm)</li> <li>Entry/Mechanical Shop</li> </ul>                              | <ul> <li>Entry Doors (24/7/365)</li> <li>Entry Doors (M-F 7am-5:30pm</li> <li>221 Vivarium</li> <li>221 Loading Dock</li> <li>613A Vivarium</li> <li>613B Vivarium</li> <li>S Entry Doors</li> <li>S. Gate</li> <li>100 – Kim Laser</li> <li>100B Confocal</li> </ul> | ı) □ Eı<br>□ La<br>□ Vi  | ab Corridor<br>varium<br>Door of Vivarium | □ Entry Doors<br>□ Mechanical Room<br>□ MRI SKYRA |  |

# DEPARTMENT AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

I understand and agree that:

- 1. I am responsible for the University keys/Aggie Access card issued to me and for immediately reporting their loss or theft to the Safety & Facilities Manager, Police Department, as well as to my Supervisor.
- 2. The **keys/ Aggie Access card** issued to me may not be altered, transferred or loaned to another person. I understand that unauthorized duplication, use or possession of University keys is a crime (State of California penal Code, Section 469.).
- 3. All keys/ Aggie Access card will be returned immediately to the Safety & Facilities Manager, or my Supervisor upon my termination of employment, graduation or withdrawal from school, or when their use becomes unnecessary or unauthorized. Please note that your transfer to another department will result in your access levels removed on your Aggie Access card/mobile access credentials.

#### Signature: \_\_\_\_\_

Date:

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|--------|--------|--------|----------|-----------|----------|-----------|
| KEY    | SERIAL | DATE   | INITIALS | DATE LOST | DATE     |           |
| NUMBER | NUMBER | ISSUED |          |           | RETURNED | SIGNATURE |
| NOWDER | NOWDER | ISSUED |          |           | RETORNED | SIGNATURE |
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## After-Hours Security Procedure

Please choose a 5-digit PIN code. The PIN Code: \_\_\_\_\_\_ will disarm the building security systems if you enter these buildings after-hours.

- Please make a note of this PIN code in a safe place where other people cannot have access to it.
- Also make a note of the security system authorization words for the buildings you access, which will be told to you at the time you get access or through an e-mail to you.

Alarm hours are: M-F 8 PM – 5 AM Weekends: All Hours Holidays: All Hours (1544 Newton Ct. Building Only)

## Procedures to Disarm the Buildings:

- Enter building with your AggieAccess mobile credentials or AggieAccess Card
  - AggieAccess only allows for entry into building and not disarming the security system.
- The security keypad (located inside the buildings) at entry will notify you with audible tones to enter your PIN
  - Enter your 5-digit PIN using the keypad, then press "CMD" key
- There are posted instructions by each security panel for quick reference to procedures.
- The alarm will remain disarmed for 15 minutes
- Please note that each exit door will detect you and will not cause the alarm to sound when you exit
- If you forget your PIN and the alarm goes off, do not panic but please call campus police at 530-752-1230 and let them know the security system authorization words told to you for each building.

### CNS-Annex PIN Code (needed for access into this building):

If you need access to the CNS-Annex, this building requires a 4-digit PIN code along with either your Aggie Access physical card or mobile HID credentials. Your 4-digit PIN code will be the first 4 digits of your security PIN code (see above). CNS-Annex PIN Code: \_\_\_\_\_\_.

### Procedure to Enter CNS-Annex:

- Present your Aggie Access physical card or mobile HID credentials to the lobby entry reader and enter your 4-digit entry PIN code.
- The door will click open.
- If after-hours entry, remember to disarm the security alarm by following the information in the "Procedures to Disarm the Buildings."
- There are posted instructions by each security panel for quick reference to procedures.