

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.