



Electronic Door Lock Access Request - for groups of 11 or more -

Academic and Non-Residential Buildings

Requestor Name: _____ **Date:** _____

Department: _____ **Position:** _____

Phone/Ext: _____ **Email:** _____

Purpose for Request: _____

I understand that:

As signer I am responsible for all users on the attached list and have inform these users that their Torero ID card (will act as an electronic key) and will NOT loan or otherwise transfer it to another individual. This card is the property of the University of San Diego and must be surrendered upon request, termination of employment or association with the University. If card is lost or stolen I will immediately report it as missing to the Campus Card office.

Department Head (Approval) Name: _____

Department Head Signature: _____

Approval Signature is Required

NOTE: Signer is accepting door responsibility on behalf of all the users you are requesting access for as noted in your attached list.

Please provide an Excel list that includes: Last Name, First Name, and ID Number

ONITY Door Template Name: _____

a. Activation Date: _____

b. Expiration Date: _____

c. Additional ONITY Door – Template Name: _____

i. Activation Date: _____

ii. Expiration Date: _____

SALTO Door: _____

a. Activation Date: _____

b. Expiration Date: _____

c. Additional SALTO Door: _____

i. Activation Date: _____

ii. Expiration Date: _____

To submit: email the completed and signed forms along with your Excel doc of users to: onityaccess@sandiego.edu

Questions? Contact Campus Card: (619) 260-5999, University Center 127