

IMSE VRAC Keycard Access Request Instructions

Industrial and Manufacturing Systems Engineering (IMSE)
3004 Black Engineering Building
kategarr@iastate.edu; 515-294-0387

****Before filling out this form you must obtain permission from Dr. Kremer****

After obtaining permission from Dr. Kremer, please fill out the form below and return a completed copy to Kate Garretson in 3004 Black or via email to kategarr@iastate.edu.

After the paperwork has been signed by IMSE staff, you must take it to room 1620 Howe with your ID card to activate it. It will take approximately two days to process

VRAC is a *secure* space. This access applies to you alone. Do NOT allow others to enter behind you and never prop open a door.

DATE: _____

Request for Keycard Access

Virtual Reality Applications Center (IMSE ACCESS FORM)

Keycard Holder

Name: LAST _____ FIRST _____

ISU ID #, 9 digits _____ 6-digit # on back of card _____

ISU Email _____ Supervisor _____

Major _____ Co-Major _____ Minor _____

Academic College (Engineering, LAS, Design, etc.) _____

Degree sought (BS, BA, PhD, etc.) _____ Phone # _____

IMSE Staff Name _____ IMSE Staff Signature _____

____ Undergraduate ____ Graduate ____ Post Doc ____ Staff ____ Faculty ____ Visitor

Office use only

Take picture (date) _____; download to website _____

Request exterior door access (SW) from Facilities _____ Activation Request # _____

Enter on VRAC Website/Intranet _____ (including UG salary info)

Enter on Schlage/Locknetics _____

Download to doors _____

Deactivation

Date _____	Made changes on: Locknetics _____ Personnel Database _____	FP&M Deactivation Request # _____	Email Glen person is gone _____
------------	--	--------------------------------------	---------------------------------------

Notes: