

IMSE VRAC Keycard Access Request Instructions

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

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 Administrative 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 _____ FP&M Deactivation _____ Email Glen
Personnel Database _____ Request # _____ person is
gone _____

Notes: