



REQUEST FOR ACCESS APPLICATION South Street Campus

Family Name:		
Given Names:		
Student/Staff No.		Phone:
Building & Room/s		
Card No:		
Completion date:		

NOTE: Student access will cease at University shut down in December each year.

Access cards allow students and staff 24 hour entry to the campus:

- Buildings and Computer Labs.
- Other areas as required by your study program or place of work.

How to operate card:

- Following the arrows on your card – swipe through reader.
- Reader light changes from red to green to indicate access allowed.
- Auto doors will open, or push doors to enter, (handles do not turn).
- Avoid scratching the magnetic stripe on back of card.

Faulty cards:

- If your card is not working, bring it into the IT Helpdesk in the Library.
- Faulty and damaged cards will be replaced immediately.

Lost/Stolen cards:

- If your card is lost or stolen, report it immediately to Security (9360 6262).
- The Library will re-issue your card and a \$10 replacement fee may be charged.

Conditions of Use:

Security is very important on Campus. By allowing access to the Campus and facilities after hours, the University has placed a high degree of trust in you, which means you are responsible for operating your card in an appropriate manner.

- Please note that your card is for **your use only**.
- Ensure that doors lock behind you.
- Report suspicious behaviour to Security by dialing 6262 on campus, or 9360 6262 from a mobile telephone.

Security is everyone’s responsibility, and with your assistance we can ensure the campus is a safe and secure place to work and study.

I have read and understood the conditions of use as set out above.

Signed: _____

Date: ___/___/_____

					Entered By:	Date / /
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