

APPLICATION FOR ELECTRONIC ACCESS. South Street Campus

Family Name:		
Given Names:		
Staff / Student No.		Phone:
Division / School / Section:		
Card No:		
Access Group: Building / Room		
Expiry date:		

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

Access cards allow students and staff after hours entry to the campus:

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

Faulty cards:

- If your card is not working, bring it into the IT Helpdesk in the Library.

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 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 dialling 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.

Signature: _____ Date: ____ / ____ / ____ Staff / Student
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Name: _____ Sign: _____ Date: ____ / ____ / ____ Authorised Division / School Officer
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Name: _____ Sign: _____ Date: ____ / ____ / ____ Access granted by Security
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