

UNIVERSITY of  
**HOUSTON**  
ELECTRONIC ACCESS CONTROL

## Access Control Request

University of Houston

1. Email Completed Form to DAU Department Access User
2. For FAMIS workorder request, please allow 24 to 48 hours.

Requested By	PeopleSoft Number	Phone #	Work Order # (If Applicable)
Estimate Only? <input type="checkbox"/> Yes	Access Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your Email Address	
Training Request? <input type="checkbox"/> Yes <input type="checkbox"/> No	Timezone Change? <input type="checkbox"/> Yes <input type="checkbox"/> No		Programming Request? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Service Requested

- Please provide detailed descriptions.
- Please include as much detail in Remarks section to promptly have your request addressed.
- Response times may vary, but should not exceed 24 hours.

	Building Name	Building Number	No. of Doors	Room Number
1				
2				
3				
4				

Remarks (Refer to Item # to which remarks apply.)

Desired Completion Date	Departmental Approval	
	Signature	Date

### Access Control Workorder

Service Due Date:

Installation Cost:

Billed To: