

# UConn

NEAG SCHOOL OF EDUCATION

## Request for Off-hours Building Access & Restricted Area Access

The following document is for off-hours access and restricted area access to the Charles B. Gentry building. Please fill out all required information. A sponsoring Neag faculty or staff member must sign the form at the bottom. Return completed forms to the Office of Technology (Gentry 035) for processing.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

UConn Email: \_\_\_\_\_

NetID: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

OneCard Code: \_\_\_\_\_

Located on the back corner of your ID card



If your card does not have an ID code on the back, you will need to go to the Husky OneCard office in Wilbur Cross to get a new ID with a proximity chip

### Areas Required — check all that apply:

- Exterior Doors
- Technology Center
  - Gentry 034
  - Gentry 036
  - Gentry 037
  - Gentry 038
- Gentry 144
- Suite 240 (EDLR)
- Suite 242 (EDLR)
- Dean's Office Suite

### Other Rooms (Keys):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that the information provided is to the best of my knowledge true and made in good faith. I understand that omission of information or false or misleading statements may result in termination of access. I agree to uphold the rights and privileges this Access ID provides me. I understand that I take full responsibility and will not sell, loan, or give my Access ID to any other person. In the event that my ID is lost, stolen, or misplaced, I will contact the Office of Technology at (860) 486-3489 or neag-technology@uconn.edu.

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Sponsoring Faculty/Staff: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

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*Office use only below dotted line*

Dean or designee: \_\_\_\_\_ Date: \_\_\_\_\_