The Campus Public Safety Office (Access Control) is responsible for providing building access pursuant to an Authorized Access Request.

In order to gain access to buildings, labs, and other spaces, individuals must obtain a PSU ID Badge. **All ID badges are issued by ID Services, located in the lobby of the FMH building 724 SW Harrison.** Their phone number is 503.725.8333.

In order to request access, every department supervisor must assign an Authorized Access Requester. Authorized Access Requesters must be a faculty or staff member, **not a student.** Authorized Access Requesters can only request access to the building/area their department is located; however, there are exceptions and access may be needed to other areas for studies or work. An Authorized Access Requester form is attached.

Access requests must be submitted via email to accessrequest@pdx.edu, and must include:

- First Name
- Last Name
- PSU ID Number or ID Badge Number
- Access Level (room/lab number)
- Activate Date
- Deactivate Date
- Date Submitted

Attached is a spreadsheet which can be used to request access. However, an Authorized Access Requester can send an email without the spreadsheet as long as the information within the email has the information needed to request access.
NOTE: Students can receive access for a maximum of one year, after which a new access request must be submitted. Faculty and staff can receive a maximum of five years access, after which a new request must be submitted. Authorized Access Requesters can request a shorter access time as long as they fall within one and five years accordingly.

Please allow 10 working days for requests to be processed.

The authorized requestor will be responsible for notifying accessrequest@pdx.edu when a student/faculty/staff person, that they have requested access for, is no longer in need of the access that was requested.

The authorized requestor is also responsible for advising all persons, whom they are requesting access for, about security precautions, such as, but not limited to;

Ghosting - allowing others to follow them into a secured area-if this occurs, notify the Public Safety Department.

Propping - Under no circumstances are secured doors to be propped open.

Taping - There is a request to exit device above the door, please advise users that they are not to tape over these devices.

Locks - Locks are not to be tampered with in any way.

Keys - Brass keys are not to be used on card access doors.

Rex Devices - Request to Exit devices, located above the card access doors, should not be tampered with in any way.

Contact Information

Access Control

- Email — accessrequest@pdx.edu
- Phone — 503.725.9345
Please read and sign below acknowledging that you will abide by the responsibilities of an authorized requestor.

Please email this completed form back to accessrequest@pdx.edu.

____________________________
Signature of authorized requestor

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Printed name of authorized requestor

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Department