Online Access Request Approval/Denial Process

- When an employee has requested access to a secure area on campus, you as the Department Head will receive a notification via e-mail from AccessRequest@ubalt.edu. This e-mail is designed to alert you of a pending request requiring your attention.

- The notification e-mail will contain a direct link to the Online Access Request site, where you will find the pending requests. After clicking the link you will be prompted to sign in.

Log in

Please log in to the University of Baltimore Card Access Request System.

Username:  
Password:  

Log In

- Once logged-in see the navigation box to the left of the Online Request Form and select “Department Head Approval”.

- You will then be linked to the Department Head Approval page where you will be able to see all pending requests that are applicable to you and your department.

![Department Head Approval - Door Access](image)
• On this screen you will see the requesting employee’s name, title, department, request date and the status of this request. Click on the employees name to be linked to their Online Access Request Form.

Here, you will see all pertinent information related to the submitted request including the area that the employee is requesting access, the times that they would like access as well as an area that you, the Department Head, shall “Approve” or “Deny” the request.
You will be prompted to provide an Electronic Signature before submitting the Approval or Denial to the University of Baltimore Police Department. This is to replace a handwritten signature; however, it acts as and represents your written signature.

Once UBPD receives the approved request, the request will be completed as outlined in the University of Baltimore Police Department Access Control Policies and Procedures.

Once the request has been completed by UBPD the status of the Approved request will change to “completed”

- Please Note: If the Access Request is denied, the status will not be changed and will display as “Denied”

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Entry Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Offermann</td>
<td>Police Comm Operator</td>
<td>University of Baltimore Police Department</td>
<td>6/18/12</td>
<td>Completed</td>
</tr>
<tr>
<td>Joshua Offermann</td>
<td>Police Comm Operator</td>
<td>University of Baltimore Police Department</td>
<td>6/18/12</td>
<td>Denied</td>
</tr>
</tbody>
</table>

Any questions in reference to the Online Access Request Approval/Denial process or the University of Baltimore Police Department’s Access Control Policies and Procedures may be directed to the University of Baltimore Police Department via e-mail at AccessRequest@ubalt.edu.