Online Access Request Process

- To request access to a secured area on campus, begin by logging into My UB.
- Once logged in select the “My Resources Tab”.
- Select the “Online Access Request Form” link.

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 “Access Request”.

You will then be linked to the Online Access Request form.
• In the “Time Access” Section, please enter your normal working hours. (NOTE: requests for 24/7 Access will be denied by UBPD if not necessary for an individual’s job duty.)

• 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.

• 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.