

### Online Access Request Approval/Denial Process

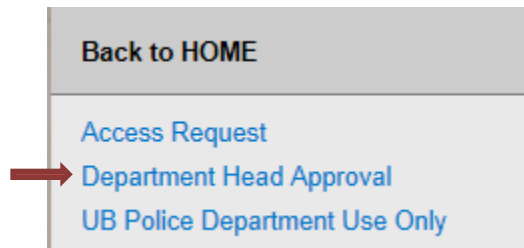
- When an employee has requested access to a secure area on campus, you as the Department Head will receive a notification via e-mail from [AccessRequest@ubalt.edu](mailto:AccessRequest@ubalt.edu). This e-mail is designed to alert you of a pending request requiring your attention.
- The notification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

- 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

Select the name of employee you wish to review.

Name	Title	Department	Entry Date	Status
<a href="#">Joshua Offermann</a>	Police Comm Operator	University of Baltimore Police Department	6/18/12	Pending

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- 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.

**Department Head Approval - Door Access**

Select the name of employee you wish to review.

Name	Title	Department	Entry Date	Status
➔ Joshua Offermann	Police Comm Operator	University of Baltimore Police Department	6/18/12	Pending

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.

**Door Access Request Details**

**Requestor Information**

Request Type	Employee Name	Department	Title	Date Requested	Supervisor Name
➔ Grant Access	Joshua Offermann	University of Baltimore Police Department	Police Comm Operator	6/18/12	Robyne Spencer

**Area(s) Requested**

Building	Room	Time Access
➔ Academic Center	➔ 100	➔ 12:00 AM - 11:59 PM
N/A		12:00 AM - 11:59 PM
N/A		12:00 AM - 11:59 PM
N/A		12:00 AM - 11:59 PM
N/A		12:00 AM - 11:59 PM

➔ Approved Yes  No

Reason for Denial

➔ Electronic Signature\*

\*By typing your full name (First Middle Last) you are officially signing this document and acknowledge that you have agreed to approve the requested access for the individual listed as well as have read and understand the policy and procedures, rules and regulations and terms and conditions associated with this form.

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- 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 hand written 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”

**Department Head Approval - Door Access**

Select the name of employee you wish to review.

<i>Name</i>	<i>Title</i>	<i>Department</i>	<i>Entry Date</i>	<i>Status</i>
Joshua Offermann	Police Comm Operator	University of Baltimore Police Department	6/18/12	➔ Completed
Joshua Offermann	Police Comm Operator	University of Baltimore Police Department	6/18/12	➔ Denied

- 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](mailto:AccessRequest@ubalt.edu).