

## 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.

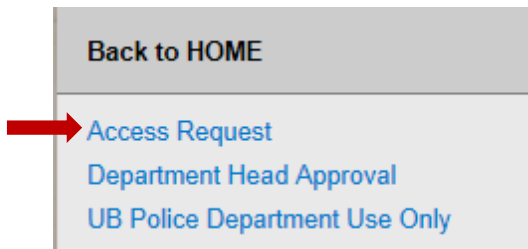
## Log in

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

Username:

Password:

- 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.

**Requestor Information**

<b>Request Type</b>	Grant Access <input checked="" type="radio"/> Revoke Access <input type="radio"/>
<b>Name of Requesting Individual</b>	Joshua Offermann
<b>Department</b>	University of Baltimore Police Department
<b>Job Title</b>	Police Comm Operator
<b>Supervisor Name</b>	<input type="text"/>

**Area(s) Requested**  
Select building(s) and enter room numbers for door access.  
Multiple room numbers separated by commas. Example: 225,226,229

[+ Add a request](#)

**Card Access**

**Time Access**  24/7 (allow access 24 hours a day everyday)  
 Other (please specify hours below)

Start Time

End Time

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