



ID Badge and Keybox Access

Contractor Procedures

Follow the "Badge Application" process to obtain a contractor badge. If keybox access is required, then follow the "Requesting Keybox Access" process. This is a 2-step process. Both of these requests must be submitted by the Cleveland State University Project Manager.

Badge Application

1. The Cleveland State University Project Manager will need to send Access Control and Security Systems (access.security@csuohio.edu) a list of the company names, employee names, and their drivers' license numbers for the badge application.
2. Once the application(s) is filled out and signed by AC&SS, a notice will be sent to the Cleveland State University Project Manager that the application(s) are ready. The application(s) are valid for only 15 days from the date signed.
3. The Contractor can now pick up the badge application(s). **You must have a State Issued ID present at pick-up.** The application can be taken to Plant Services (1802 East 25th Street Cleveland Ohio 44114) during the contractor safety meeting to have their badge made. There is a \$5 fee for each contractor badge made.
4. Once the contractor has received their badge, they need to give the badge number to their Cleveland State University Project Manger if they require card access.

Requesting Keybox Access

1. If keybox access is required, the Cleveland State University Project Manager must fill out a Keybox Access Request Form, available for download at <https://www.csuohio.edu/access-security/access-security>
2. AC&SS has obtained all additional approval for keybox access, the Cleveland State University Project Manager and the contractor will be notified of the contractor's keybox activation.

Important Notes

- Contractors do not need to obtain a new badge for each project. They can continue using their existing badge.