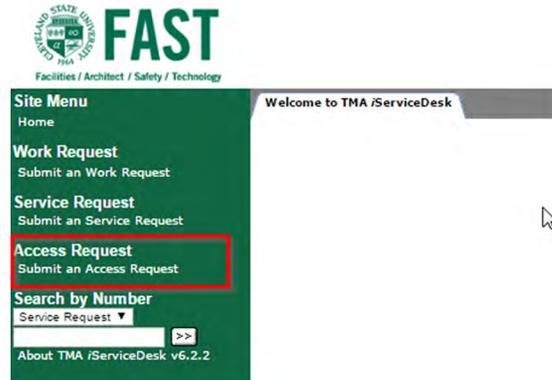




Submit your Access Request Forms Online!

Getting Started:

1. Visit <http://fastrequest.csuohio.edu>
2. Click on "Submit an Access Request" on the left sidebar



3. Select the Building you would like to request access to

Building: >>

Please select the building you are requesting access to.

4. Fill out the information requested and click on "Submit"

Name:

Phone:

Email:

CSU ID:

Department:

Status:

Request Type:

Reason:

SACC/Designee Name:

SACC/Designee Email:

SACC/Designee Phone:

Account Billing/PeopleSoft #:

Building Hour Access:

For special requests (i.e. Deactivation Date, Hours, etc.), please list them below.

List Room Number(s) and Other Requests:

Submit

Enter the access recipient's Name, Phone, Email, Department, CSU ID Number and University Status here.

Enter the Name, Phone and Email of the approved SACC or designee here.

Enter the Account Number to be Charged.

List the Room(s) that the access recipient would like access to. Please specify Deactivation Dates or Time Restrictions here (if needed).





Submit your Access Request Forms Online!

Once you click submit, the person requesting the access will immediately receive a tracking number. Your building manager (SACC) or his/her designee will also receive an email to approve the request.

If you have any questions or concerns about this new service, feel free to contact Access Control & Security Systems at x5386 or email us at access.security@csuohio.edu

