BUILDING SECURITY SERVICES
WEB CARD REQUEST

Instructions
Access to the Card Request Web Request can be launched by the FP&M Web Page https://www.fpm.iastate.edu/buildingsecurity/coordinators/login.asp.

**LOGIN INSTRUCTIONS**

If you are not an approved Department Card Coordinator, you will not have proper access to complete the login process.

To request access, click the link *(Request to be become one of your department’s coordinators)*, see A on Figure 1 and Figure 2. *You must be a permanent ISU employee to become a Department Card Coordinator. Students are not permitted to perform the duties of the Department Card Coordinator.*

The BSS Card/Key Coordinator’s must first login, see Figure 1.

![Figure 1](image-url)
To be added as a Department Key/Card Coordinator, you must complete the form in Figure 2. Enter your email address, as it appears in the ISU Phone Book.

After entering your email address, click the next button.

Figure 3 is an example of the screen that you will need to complete. You will be able to select if you only want Key Request, Key Reports, Card Request or Card Access Reports. You are required to enter your supervisor’s name. Your supervisor’s or department designee will be used to approve your requests after they are in our system. An email will be generated for each request you submit.
If you are replacing an existing coordinator, enter that person’s name. If left blank, we will be contacting any existing coordinator’s to verify that you are assuming these duties. Click the box if you are becoming the primary coordinator for your department. The comments box is free form field that you may wish to provide Building Security Services with additional information regarding your request.

Click on the **Submit Request** button. You will receive an email confirming you have been approved as a Card Coordinator and may proceed with the login process.

After a successful login, you’ll be brought to Figure 4.
CHANGE SECURITY ON BUILDING SECURITY CARD OR REACTIVATE CARD

Select Request Card Access on the left side.

Figure 5
Select your Request Type by clicking on the first link “Change the access that a card has/Reactivate card”.

Figure 6
You will then go to a screen like Figure 7. You have the option to enter the person’s University ID or the card HID number.
The preferred method is to use the University ID so the person's name will appear ensuring the correct person will be given access to your space. See Figure 8.

Figure 8

After you have entered one, click the Next button.
You’ll need to use the drop down menu to select an Action. See Figure 9.
You’ll need to use the drop down menu to select a Building. See Figure 10.

The building drop down will provide you with *only* the buildings your department has card access in.
After selecting the building, the system will pull up the doors that your department has access to in the Building Access Card System. See Figure 11.
The "Times" box is a free field. You can enter, times for certain days, etc. What is listed in the ‘Example of times:’ box is strictly a sample. Many time/day combinations can be setup. Please contact Building Security Services if you need assistance with the 'Times box'.

Figure 12
Enter the card expiration, if applicable. If it has a date that the access should expire, enter a date.

Add any comments that you may like to include with the request. i.e. Add all exterior doors.

Figure 13

Click Finish.
After you have clicked Finish, you will be taken to Figure 14. You may issue another request by clicking on Issue another request or return to the Building Security Services Home page.
If you click Issue another request, you’ll go to a screen like Figure 15. There you will have the option to request “Change the access that a card has/Reactivate card” or “Deactivate a card”.

Figure 15
Remove Access From a Card Holder

Click on **Change the access that a card has/Reactivate card.**
Enter the University Id of the card holder or, if known, the card HID number. Click Next.
Pull the Action drop down box and select Remove.

Select a building from the drop down menu. *Only buildings your department has card security will be shown.*

Next select the building and door(s) you would like to add, change or remove. *Only doors that your department has on the Building Security System are listed.*

Enter any comments.

Figure 18

Click **Finish**.
DEACTIVATING A CARD

Click on **Deactivate a card**.

Figure 19
Enter the University ID or card HID number of the individual who card you would like to deactivate. See Figure 20.
If you would like to change the “white” building security card to a “temp card” Click the box.

Enter additional comments to be sent to Building Security Services. Click on Finish to complete your transaction.

ISU Cards cannot be made temporary.
My Card Requests Report

To track your card requests that you have requested click on My Card Requests.

Figure 22

From the Drop Down choose one of the options provided.
Figure 23
To expand click on the + sign, see Figure 24.
DEPT. CARD REQUEST REPORT

To track your department card requests that you have requested click on Dept Card Requests.

Figure 25

From the Drop Down choose one of the options provided.
Figure 26
To expand click on the + sign, see Figure 27.
ACCESS CARD REPORTS

As a Department Card Coordinator, you will have ability to run reports that will give you detail.

Sample screen shots are on the following pages. If you have access to the Card Reports menu, you have available to you:

**What doors can I request access for?** See Figure 29.

**What access does a person have to doors in my area?** See Figure 30. *This information would just be a snapshot of the doors they have access to in your area at the time you run the report.*

**Who has access to a door in my area?** See Figure 31. *This information would just be a snapshot of the individuals that have access to in your area at the time you run the report. DPS and emergency personnel will also show up on this and will always have access on their building security cards.*

**What coordinators can request cards for a building?** See Figure 32 on Page 32 for an example of the buildings that I, as a department card coordinator, have security to. Your screen will have the building or buildings that you have security control in.
Figure 29

<table>
<thead>
<tr>
<th>Door</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>0109-X GEN SVC Front Entrance</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>0113 GEN SVC BIAS Office</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>0179-1 GEN SVC Vending</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>0188-2 GEN SVC Hallway to Office</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>2200-3 Iowa East door (SLT)</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>100-1 Hoover West door (SLT)</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>100-3 Hoover East door (SLT)</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>510-X1 ABE NW door (SLT)</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>520-X1 LS TEST SW Door</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>521 ABE Office (SLT)</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>524 ABE Comp Room (SLT)</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>530-X1 LS TEST SE Door</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
<tr>
<td>540-X1 LS TEST Loading Dock</td>
<td>Margaret Hamilton</td>
</tr>
<tr>
<td></td>
<td>Robert Curie</td>
</tr>
</tbody>
</table>
**Figure 30**

![Access Card Reports](image-url)

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**Access Card Reports**

**Card Access Assigned to Sally Sample**

<table>
<thead>
<tr>
<th>Door</th>
<th>Day/Time Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>220-1 Howe West door (SLT)</td>
<td>All Hours</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>220-3 Howe East door (SLT)</td>
<td>All Hours</td>
<td>✓ ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>100-1 Hoover West door (SLT)</td>
<td>0355-0630 Friday</td>
<td>3:55 AM - 6:30 AM</td>
</tr>
<tr>
<td>100-3 Hoover East door (SLT)</td>
<td>0355-0630 Friday</td>
<td>3:55 AM - 6:30 AM</td>
</tr>
<tr>
<td>510-X1 ABE W door (SLT)</td>
<td>0730-2230 Saturday</td>
<td>7:30 AM - 10:30 PM</td>
</tr>
<tr>
<td>521 ABE Office (SLT)</td>
<td>0730-2230 Saturday</td>
<td>7:30 AM - 10:30 PM</td>
</tr>
<tr>
<td>524 ABE Comp Room (SLT)</td>
<td>0730-2230 Saturday</td>
<td>7:30 AM - 10:30 PM</td>
</tr>
</tbody>
</table>

*This report only shows access within your area. Sally Sample may have more access that is outside of your area.*

Select another report

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**Additional Information**

- Iowa State University
- Building Security Services
- 108 General Services Building
- buildingsecurity@iastate.edu
- Phone: (515) 294-4211

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www.bfm.iastate.edu/buildingsecurity/coordinate/cards/reports/report1.asp
This is a partial example of who has security to 0108J General Services Building. All emergency personnel have full security to all of the doors on campus in the event of an emergency.
If at any time you have any questions, concerns or need assistance with this process, please contact Building Security Services at 4-8640 or by email at buildingsecurity@iastate.edu, we will be glad to assist you.