How do I request card swipe access to a door or building on campus?

**Tell Me**

See the [Building Access policy](#) and [Supplemental procedures](#) information for additional details.

**Faculty and Staff:**

1. Faculty and staff making an access request will have to go through ARCHIBUS or [Facilities Managements web portal](#).  
   a. This is so the space owner may sign off on the access request.
2. You may also contact the building liaison to have them put in the access request through ARCHIBUS or the [Facilities Managements web portal](#).

**Student or Graduate Student:**

1. You will have to talk to the building liaison or your department admin to have them put in the access request through ARCHIBUS or [Facilities Managements web portal](#).

**Contractor:**

As a Contractor you will have to go to the Faculty or Staff member who is sponsoring you and have them place an access request through ARCHIBUS or [Facilities Managements web portal](#).

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**Related FAQs**

- How do I set a time schedule for a door?
- How do I navigate DNA Fusion?
- How can I see all cards when searching by 800#?
- How are room security levels defined?