

UNIVERSITY of
HOUSTON
ELECTRONIC ACCESS CONTROL

Access Control Request

**Please be sure to fill out the highlighted information and submit through
ME Biz Ops tracker for submission.**

<https://www.me.uh.edu/resources/forms>

For FAMIS workorder request, please allow 24 to 48 hours.

Requested By	PeopleSoft Number	Phone # 713-743-4500	Work Order # (If Applicable)
Estimate Only? ☐ Yes	Access Request? ☒ Yes ☐ No	Your Email Address	
Training Request? ☐ Yes ☒ No	Timezone Change? ☐ Yes ☒ No		Programming Request? ☐ Yes ☒ No
Service Requested			
• Please provide detailed descriptions. Requires access to the lab located in this building. • Please include as much detail in Remarks section to promptly have your request addressed. • Response times may vary, but should not exceed 24 hours.			
	Building Name	Building Number	Room Number
1	AERB	122	N/A
2	Type text here		
3			
4			
Remarks (Refer to Item # to which remarks apply.)			
Desired Completion Date		Departmental Approval: <i>Lisa Foreman</i>	
As soon as possible		Signature of Professor:	Date
Access Control Workorder			
Service Due Date:			
Installation Cost:			
Billed To:			