

How to access academic or administrative buildings or spaces

Individual Access - EAF

1. The **Requester** is the individual getting the access on their **G** card.
2. Authorizers that submit requests for others will need to digitally sign twice, once as the requester and AGAIN as the authorizer.
3. Access the **Electronic Access Form (EAF)**. Use NET ID and password.
4. Use the dropdown to select your authorizing agent for that department.
5. If your authorizing agent or department is not listed, go towards the bottom of the dropdown menu and choose **'The department or person I need is not listed: Support, Technical'**
6. Send an e-mail to CASO@gmu.edu to get the dropdown populated with the authorizing agent for that department. For assistance you may call CASO at 703-993-3127 or 703-993-1004 option 2.
7. Provide the information required: pick your building from the dropdown.
8. Type in your ACL, if known, **or** use Card Reader Door(s).
9. Submit the form so the request can be viewed by the authorizer and processed by CASO.
10. **NOTE: Buildings that require an EXTERIOR AUTHORIZER will need a separate EAF to that Authorizer.**
11. You can use the 'Opt Out' and print a hard copy of the EAF to send a signed 'pen to the paper' form to CASO at SUB1 - MSN 5A5. Call CASO and scan to CASO as well – caso@gmu.edu

How to become an authorizer - SAF

To become a Level 1 Authorizer, you need to contact a Dean, VP, Provost or Associate Dean, VP or Provost.

LEVEL 1 Authorizer is authorized by above for a department or organization.

LEVEL 1 Authorizer may Authorize LEVEL 2 or LEVEL 3 Authorizers, grant or revoke access to ACL's (access levels), card reader doors, change or set time zones for their spaces.

LEVEL 2 and 3 Authorizers are authorized by LEVEL 1 authorizers.

LEVEL 2 Authorizer may grant access to their ACL's, card reader doors, change or set time zones.

LEVEL 3 Authorizer may grant access to their ACL's, card reader doors.

All Authorizers may remove access, request reports from CASO to audit and maintain their department or organization.

CASO would like to have at least two persons per department/organization to ensure continuity of operations.

To Authorize - Level 1, 2, and 3 Authorizing Agents

NOTE: Authorizers that submit SAF or EAF requests for others will need to digitally sign twice, once as the requester and AGAIN as the authorizer.

1. Access the **Signature Authority Form (SAF)**. Use your NET ID and password.
2. Use the dropdown to specify the Level 1 or 2 or 3 authorizing agent, Vice President or Dean who manages access to the space or organization.
3. If your authorizing agent or department is not listed, go towards the bottom of the dropdown menu and choose **'The department or person I need is not listed: Support, Technical'** and then
4. Send an e-mail to CASO@gmu.edu to get a name and department added to the dropdown menu for that organization or department. For assistance you may call CASO at 703-993-3127 or 3-1004 opt 2.
5. Provide the information required: pick the building or buildings from the dropdown.
6. Type in the ACL, if known, **or** use Card Reader Doors(s). For GLOBAL ACCESS LEVELS contact CASO for assistance.
7. If you do not know what the ACL's (access Levels) or card reader doors are for your department or organization contact CASO for assistance.
8. Submit the form.
9. You can use the 'Opt Out' and print a hard copy of the SAF to send a signed 'pen to the paper' form to CASO at MSN 5A5. Call CASO and scan to CASO as well – caso@gmu.edu