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Toledo, Ohio 43615  
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## BGSU ALARM USER CHANGE REQUEST

Employee Printed Name \_\_\_\_\_ Staff ID# \_\_\_\_\_

Building/Room # \_\_\_\_\_ Department \_\_\_\_\_ Phone # 2- \_\_\_\_\_ Email \_\_\_\_\_

Please check one:

I have an existing code.

I do not have a code and request that one be assigned to me.

### I Request Access to (or deleted from) the following Area(s):

AREA 1: Add Delete \_\_\_\_\_

AREA 2: Add Delete \_\_\_\_\_

AREA 3: Add Delete \_\_\_\_\_

Special instructions:  
\_\_\_\_\_

### **Please print and obtain authorized signatures:**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Please scan the completed form and then email to [facilities@bgsu.edu](mailto:facilities@bgsu.edu)

### **For Office Use Only:**

Campus Ops: Received Date \_\_\_\_\_ Code \_\_\_\_\_ Post to Database \_\_\_\_\_

email to: [TechSupport@HabitecSecurity.com](mailto:TechSupport@HabitecSecurity.com) CC: Mark Hester Completed By \_\_\_\_\_ Date \_\_\_\_\_

If new Code: Email requestor that Code is ready for pick up at the Campus Operations Help Desk. \_\_\_\_\_

Habitec: Received Date \_\_\_\_\_ Acct # \_\_\_\_\_ Location \_\_\_\_\_ Area # \_\_\_\_\_ Area Name \_\_\_\_\_

Profile \_\_\_\_\_ Profile Name \_\_\_\_\_ Arm/Disarm Areas \_\_\_\_\_ User # \_\_\_\_\_

Email requestor when active \_\_\_\_\_ Completed Date \_\_\_\_\_ Habitec Rep Name \_\_\_\_\_

Send completed form to [facilities@bgsu.edu](mailto:facilities@bgsu.edu)

WB/DLH 12/27/13, Rev. 5/30/18 jaa