
Card-Key Access Policy for Students

In the renovated Student Center, Locknetics and Andover Access/Alarm card access locks have been installed on all doors throughout the building. This was done to more easily facilitate granting and removing access to over 200 doors throughout the building without having to issue specialized sets of keys to each student organization or employee or having to re=key the entire building upon loss of a standard key.

1. The administration of the Student Center wants the members of Executive Boards for Student Organizations to be able to have access to their offices on a 24 hour a day basis. We know students are busy, and sometimes the work load for the volunteer necessitates late night hours to accomplish tasks toward the group's goals. These groups include: SGA, CAN, LASO, PRIDE, BSU, WFCS, Mosaic and Recorder. (WFCS members must have access as some radio shows occur during the overnight time period or break periods when the building is closed.)
2. Student Employees who open and close the building must have access privileges to properly supervise the building on behalf of Grad Staff and Administrative Faculty during regularly scheduled building hours of operation.
3. While we understand that groups would like all membership to have access to their offices, the volume of work this would create can not be justified, therefore, only Executive Boards and students with management responsibilities will be granted access as a privilege and a responsibility.
4. Club members may be in the building after hours with an Executive Board member who has been granted after hours access. Should you abuse this access privilege, your card will be deactivated on the system.
5. It will be assumed that you are the only one using your ID card and PIN to enter authorized areas. **DO NOT** give your ID and/or PIN to anyone. If anything is stolen or any damage is done and your ID was used to enter the room involved during the time in question, you may be included in any subsequent investigation.

Card-Key Access Procedure

1. You must have a current Blue Chip CCSU ID card.
2. Your organization President, Chair or Employee Manager will need to provide a list of those permitted to have access to your offices (or group of doors) to the Student Center Department Administrative Assistant. No other person may submit on behalf of the Student Organization.
3. The Administrative Assistant then processes a request for access to the Key Shop, and the appropriate Andover Alarm administrator through our FMP ACCESS database.
4. The Key Shop and Andover Administrator will process the request within 10 business days.
5. In the case of an emergency removal request, processing can be handled more quickly, but only in the case of an extreme emergency. Contact the Student Center Administrative Assistant, 860 832-1960.
6. All Student Center, Student Activities and Custodial staff have been instructed **NOT** to open doors to student offices for students, so please do not ask them to do so. If you have a problem with your access, please bring it to the attention of the Student Center Administrative Assistant or the Director of the Student Center.
7. Please keep your ID with you, as it is now your office key as well. See number 6 above!
8. You should be aware that the access system keeps a permanent record of all accesses made to each individual lock. It records not only who entered the room but also on what day and at what time. This information will be reviewed in detail should anything occur in the building or in your office area that would warrant such an investigation.
9. If you should lose you card, get a new one from the Card Office. When you next use your new card and PIN to enter a room your old card will be deactivated on that lock and only your new card with your PIN will work after that.