



Requesting Card Swipe Access

Erich S. Lehman - 2024-01-22 - Services

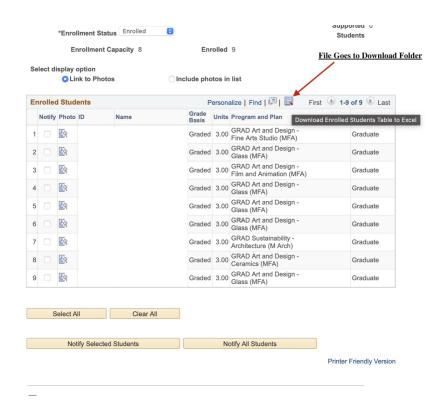
For people with access needs or issues please follow the directions below:

Faculty and staff can request swipe access for most areas that are otherwise restricted in the building by creating a ticket in the **CADTech helpdesk**.

Students must have a faculty or staff member create a ticket on their behalf for swipe access requests.

- 1. Go to : https://helpdesk.cad.rit.edu
- 2. Click Submit a Ticket
- 3. Select **Swipe Access Request** under the **Department** drop-down menu.
- 4. Please fill out **ALL** fields in the ticket as described.
 - Subject will be the name of your ticket, so please make it succinct but detailed
 - (ex: Swipe Access Request for Class X to Drawing Rooms for Fall Semester)
 - 2. You can select Indiviudal Access Request or Class Access Request
- 5. Class lists can be exported from SIS. You will need to do this for each individual class/section.
 - 1. You can download to Excel by clicking on the small button that looks like a spreadsheet. (see graphic at bottom)
 - 2. The Excel file should save to your downloads folder and can be attached to the ticket. Please double-check that it's accurate before uploading!
 - 3. Please DO NOT send screenshots of your class list! This will slow down the process because we then have to manually type every UID. Live-text lists (spreadsheets) will enable us to more quickly process your request.
- 6. You can ask/add any questions by replying to the emails associated

with your CAD Tech ticket.



(Screenshot above shows the location of the spreadsheet export button)