

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.
 1. **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 **Individual 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.

*Enrollment Status Enrolled

Enrollment Capacity 8

Enrolled 9


Supporters Students










Select display option

☒ Link to Photos

☐ Include photos in list

Enrolled Students

Personalize | Find |  | First 1-9 of 9 Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	
1	<input type="checkbox"/>				Graded	3.00	GRAD Art and Design - Fine Arts Studio (MFA)	Graduate
2	<input type="checkbox"/>				Graded	3.00	GRAD Art and Design - Glass (MFA)	Graduate
3	<input type="checkbox"/>				Graded	3.00	GRAD Art and Design - Film and Animation (MFA)	Graduate
4	<input type="checkbox"/>				Graded	3.00	GRAD Art and Design - Glass (MFA)	Graduate
5	<input type="checkbox"/>				Graded	3.00	GRAD Art and Design - Glass (MFA)	Graduate
6	<input type="checkbox"/>				Graded	3.00	GRAD Art and Design - Glass (MFA)	Graduate
7	<input type="checkbox"/>				Graded	3.00	GRAD Sustainability - Architecture (M Arch)	Graduate
8	<input type="checkbox"/>				Graded	3.00	GRAD Art and Design - Ceramics (MFA)	Graduate
9	<input type="checkbox"/>				Graded	3.00	GRAD Art and Design - Glass (MFA)	Graduate

Select All

Clear All

Notify Selected Students

Notify All Students

[Printer Friendly Version](#)

Download Enrolled Students Table to Excel

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