

## Requesting Card Swipe Access

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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.



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