

Building Access Information Sheet

Access Card information for Deakin College Students & Staff

There are libraries, computer labs, study areas and secure rooms on every Deakin University campus that you may need access to, either during or after hours.

At the Burwood Campus access cards grant Deakin College students building entry privileges to study laboratory facilities after hours. Access is programmed for 24-hour access to building la only. Access to these selected teaching facilities is outside the general opening hours of 7.30am – 6.00pm and on weekdays. At the Burwood campus Deakin College staff are granted entry privileges to various staff only areas.

At the Geelong Campuses access cards may in special circumstances grant Deakin College Students access to Geelong campus facilities. At the Geelong Campuses Deakin College staff are granted entry privileges to various staff only areas.

How to request an Access Card

- Staff/students log on to the online request system.
- Complete an Online Card Request.
- <https://www.deakin.edu.au/apps/campus-services/key-request/>
 - Select the key/card authoriser from your business area.
 - Enter access card requirements in text box provided. Enter any additional notes in the field provided, if necessary.
 - Upon submitting the request your authoriser will receive an email notification and the request will be approved/rejected. You will receive an email confirmation (to your Deakin University email address) upon approval/rejection including any notes pertinent to your request.
 - All approved requests will be processed by Deakin University Campus Services Division.
 - Requests for access will be added to your staff / Deakin College student ID card. You will receive an email once this has been completed.

For Further information visit:

<http://www.deakin.edu.au/students/safety-and-security/building-access>

Your Responsibilities as an Access Card Holder:

- The Security Services Manager may refuse to issue access cards to any University staff member, student, contractor, visitor or person, if the issue is deemed inappropriate.
- Lost or stolen access cards are to be reported to keys@deakin.edu.au access-cards@deakin.edu.au immediately.
- Should any keys/access cards be found, they should be taken to the nearest Security office.
- Should any keys/access cards be lost or stolen, it is the responsibility of the key/access card holder's budget centre or company to pay for the replacement of all locks and keys required to reinstate the security of the facility affected.
- No ID cards / access card holders shall lend their ID card / access card to any other person for any purpose. If this occurs action may be taken in accordance with University disciplinary procedures.
- It is your responsibility to ensure all access cards that you no longer require are returned to Deakin Central or Deakin College.

Failure to comply with any of the above conditions shall result in the access card being cancelled and/or confiscated and any applicable deposit may not be refunded.