

Door Access Application



Last Name: _____ First Name: _____ MI: _____

BUCK ID number: (600908 xxx xxx xxxx 000) _____

OSU Email Address: _____

- Request Access To:**
- 270 Computer Lab
 - 346 Computer Lab
 - Fabrication Lab

Student Status: Undergrad Graduate

Only check one of the following if you have **already started** in one of these programs:

- Design
- Pre-Design
- Design Minor

Other Majors:

Major: _____

Qualifying Class: _____

Quarter: _____

Instructor: _____

Faculty/ Staff/ Lecturer:

Dept: _____

Exchange Student:

End of Stay (quarter): _____

By signing below, you agree to the following:

This account is assigned to the user as an individual. The user will not divulge their password to anyone. The user will not let anyone use their account except when receiving assistance from a lab staff member.

Users are not to install any personal, unauthorized, or unlicensed software onto any system without explicit approval from lab staff. Also users will make no unauthorized copies of software on lab machines.

Users agree to abide by the content of the policy on responsible use of University computers and network resources. http://cio.osu.edu/policies/use_policy.html

Users will respect all lab resources and equipment, and will not damage any lab equipment. All users will be held responsible for any damage they cause. In support of this policy, **no food or drinks are allowed in the lab at any time, for any reason**

Users agree to follow the lab policies as stated by the Department. Policies can be found in the lab or requested in the main office.

Signature: _____

Date: (mm/dd/yy) _____

Office Use Only:

Verified

Added to door access database

Initial _____