

ACTIVITY READER REQUEST FROM CAMPUS ID SERVICES

Important Notes:

- The ID Activity Readers may be used to track attendance or control admission to events and activities
- The resulting Activity Report will contain the name, E-number, and the date/time of the card swipe
- The system will only record card swipes by currently enrolled students
- Two levels of reports are available about the attendees – Basic (Name, E-number, Date/Time) and Demographic (Name, E-number, sex, major, e-mail, classification, status)
- To ensure accurate data, the readers should have a monitor assigned to each
- To operate in an online mode, each reader must be plugged into a campus network jack
- The supply of the readers is limited, all requests may not be accommodated

Event Name:

Event Date:

Location of Event:

Start & End time of Event:

Expected Attendance at Event:

Number of Activity Readers Needed:

Has the site been reserved with the proper university department? Yes No

Requestor Contact Information:

Name:

Title:

E-Mail:

Phone:

Type of Report Requested:

Basic Report (Name, E-number, Date/Time)

Demographic Report (Name, E-number, sex, major, e-mail, classification, status)

Other relevant details:

Submitted by: Date:

For Office Use Only:

OIT Network Jacks Available _____ Electrical Outlets Available _____