

# ACTIVITY READER REQUEST FROM CAMPUS ID SERVICES

## Important Notes:

- The ID System 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 insure 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 \_\_\_\_\_