# ETSU Off-Site Facilities

## CBORD Door Access Authorization Form

Please grant access to:

<table>
<thead>
<tr>
<th>Name</th>
<th>ID #</th>
<th>Expiration Date (optional)</th>
<th>Department (if Faculty or Staff)</th>
</tr>
</thead>
</table>

**NOTE:** This access will remain in effect until the individual is no longer an active ETSU faculty, staff, or student within the ID System, unless an expiration date has been requested. If the access granted here needs to be removed, please contact the ID office.**

Please list all areas this individual will need access to:

### Child Study Center
- [ ] Staff (1 door)
- [ ] Family/Student Staff (1 door)

### Community Health Clinic
- [ ] CHC Administrative Staff (4 doors)
- [ ] CHC Allied Clinical Staff (4 doors)
- [ ] CHC Clinical Staff (4 doors)
- [ ] CHC Clerical Staff (4 doors)
- [ ] CHC Pharmacy Staff (3 doors)
- [ ] CHC Facility Management Staff (4 doors)
- [ ] CHC ITS Staff (4 doors)

### Digital Media Center
- [ ] DM F/S – Full Access (11 doors)
- [ ] DM Proctors – Limited Access (10 doors)
- [ ] DM Students – Limited Access (10 doors)
- [ ] DM Equipment Room (1 door)

### Innovation Lab
- [ ] Lab Admin (all doors)
- [ ] Lab Guests (7 doors)
- [ ] Lab Staff (7 doors)
- [ ] Lab Board Room – Full Access (1 door)
- [ ] Lab Board Room – Limited Access (1 door)
- [ ] Lab Conference Room (1 door)
- [ ] Lab Training Center (1 door)

### Natural History Fossil Museum
- [ ] Staff – Full Access (6 doors)
- [ ] Bldg & Lab (4 doors)
- [ ] Students (2 doors)
- [ ] Limited Collections (1 Door)
- [ ] Visiting Researcher (4 Doors)

### Valleybrook Facility
- [ ] Gate Only (1 door)
- [ ] Gate & Front Door (2 doors)
- [ ] PT Faculty/Staff
- [ ] PT Students

**Please send this form to the ID Services Office, access should be granted within 48 hours.**

Campus ID Services Office  
Campus P.O. Box 70611  
Voice: 9-8316  
Fax: 9-8305  
E-Mail: IDBUCS@etsu.edu