



ACCESS REQUEST FORM

Please enter information accurately to ensure information is stored accurately in our system and digitally sign form using UTORid. Send signed form to locks@ece.utoronto.ca for TCard programming. If you have requested a security item (key/fob/loaner TCard) please include payment confirmation with this form, and you will be notified when it is available for pickup from the ECE Mailroom, SFB540. Please allow three business days for your TCard access to take effect.

Surname: _____ Given Name: _____ Phone: _____

Email: _____ Personnel or Student #: _____
(utoronto.ca)

Professor Admin Staff IT Staff Research Staff Casual Staff Visiting Professor

PostDoc PhD MASc MEng IVGS Undergrad TA Volunteer Other:

Home Department ECE Engineering Science Other Department

TCard Code: **217610**

Access End Date
(YYYY-MM-DD)

TCard Access

Professor and Staff
BA, SF, GB entrances, graduate student lounge (BA 5157), BA 4th & 5th floor reception suites, staff lounges (BA 5010 & GB 147) ECE meeting rooms and seminar rooms (BA)

Graduate Students and Postdocs
BA, SF, GB entrances, graduate student lounge (BA 5157)

Undergrads BA, SF, GB entrance, BA 1120 & 3128

Visitors BA, SF, GB entrance

TNFC Labs:
WB 38 PT 464

Communications Group: BA 4000, 7114

Electromagnetics Group: BA 4167, 4170, 4173, 4175

Electronics Group: BA 5000, 5158

Energy Systems Group:
GB 002 GB 003 GB 004 GB040

EM Labs:
BA 7162 BA 7163 BA 7177

Additional rooms:

Loaner TCard Requested - Deposit: \$30

Fob Access Requested (Pratt and Wallberg building entrances) - Deposit: \$30

Key Access Room 1 Room 2 Room 3 Room 4 - Deposit: \$30/key

To pay your deposit online, go to <http://uoft.me/ece-deposit>

I AGREE not to lend my security item and to properly report their loss to the Department. Upon termination of my employment or studies, or if asked before then, I will return the security item.

AUTHORIZED BY:

Supervisor:

Signature:

Supervisor's Signature:

Admin Coordinator (Initial):

Office use only

Transaction ID	Deposit		Return Date
Date Issued	Key	Fob	Initial
Key	Key	Key	Initial
Address			