



Dear Door-Keeper,

In an effort to keep the electronic door database up-to-date and to reduce the occurrence of unintended lockout and unauthorized access, I have included a list of all those who currently have access to your door. Please review this list for accuracy and mark any questions you may have or changes you feel appropriate on the sheet.

Please be aware there are additional groups who may have been granted access to your door for administrative purposes. These groups include Administrative Access Codes, LabOps Lock Operators, Support and Safety Personnel. I have included a list containing members of these groups. Please ignore these people if you find them on your list. However, if there are others on your list whom you do not know, please contact me.

If there are others who should have access but are not listed, please email CISELabOpsHelp@jmu.edu with a list of their full names and people soft numbers, and indicate when their access should expire. It would also be helpful from an organizational view-point to separate the list based on class or project group, or faculty versus grad student or student.

Please return any corrections to me at your earliest convenience. If you have any questions or concerns, please feel free to contact me. Thank you for your help.

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