Dear Door-Keeper,

I would like to welcome you as the new keeper for the electronic card-swipe locks managed by your department. This letter is designed to help acclimate you to this responsibility and to acquaint you to CISE LabOps protocol involving the electronic locks.

Before each semester, I will provide you with a report listing everyone with access to your lab and requesting any necessary changes. This is designed to help clean up the access lists and provide a convenient means of removing or modifying access. Reports may also be issued upon request. Between reports, access requests should be sent to CISELabOpsHelp@jmu.edu. For emergencies, contact me at 568.2629 or call campus police at x6911.

To add, remove, or modify access for someone, please email CISELabOpsHelp@jmu.edu with the person's full names and PeopleSoft 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, and faculty or staff versus grad student or student.

Expiration dates are left up to the discretion of the door keeper, though typically students are granted access per semester, project, or until graduation. Faculty and staff are typically granted access without expiration and are removed as needed.

Card access is preferable for anyone, though PINs may be issued to faculty and staff for special purposes and is not intended to be a replacement for normal access. Special access cards or pins may be issued to permit the door being left in an unlocked state, or staying unlocked during specified hours.

Upon request, or in the event of a break in or theft, the lab may be placed in a "locked-down" state to prevent further access. An audit trail may also be requested for review.

Please be aware there are additional groups who may have been granted access to your door for administrative purposes. These groups include TSEC, LabOps Lock Operators and the Facilities Lock-Smith shop.

If you have any questions or concerns, or if you would like to discuss this further, please feel free to contact me. Thank you for your help.

Computer Tech & Safety Officer

Chrissy Willow Rothgeb

CISE LAB OPERATIONS

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