

# TRILOGY KEY LOCK ACCESS



1. Access codes for doors having a key pad are unique to each user.
2. You are responsible for keeping your assigned access code confidential and in a safe place.
3. Do not share your access code with anyone (colleague, student, teacher assistant, etc.).
4. When your code is used to open the doors, the entry is registered in the system along with the user's name, date and time. This information becomes part of an audit in the event a security breach is committed.
5. For security purposes, your access code is only valid for one semester (fall, spring or summer) and will be disabled at the end of it.
6. Once the code has been created and assigned to the specified doors, you will be contacted and provided with an access key lock code in person.
7. Should you require an access code for any of your student assistants, graduate assistants or research assistants, fill out the proper fields below. A unique code will be provided directly to these end users.
8. Changes to an individual's access should be communicated via this form.

If you have any questions or concerns, please send an email to [EUBC@utep.edu](mailto:EUBC@utep.edu)

**Last Name**

**First Name**

**UTEP 800# ID**

**UTEP Email**

**Phone Number**

**Department**

**Access Beginning Date**

**Access End Date**

**Department**

Holliday Hall, Weight Room

Kelly Hall, Room 103

Memorial Gym, Conference Room 110

Miners Hall, Room 100

Miners Hall, Room 101

Miners Hall 207