



2926 South Republic Blvd.
Toledo, Ohio 43615
419-537-6768 phone
419-534-4670 fax
E-mail: info@habitecsecurity.com

BGSU ALARM USER CHANGE REQUEST

Employee Printed Name _____ Staff ID# _____

Building/Room # _____ Department _____ Phone # 2-_____ Email _____

Please check one:

_____ I have an existing code.

_____ I do not have a code and request that one be assigned to me.

I Request Access to (or deleted from) the following Area(s):

AREA 1: ___ Add ___ Delete _____

AREA 2: ___ Add ___ Delete _____

AREA 3: ___ Add ___ Delete _____

Special instructions:

Please print and obtain authorized signatures:

Employee Signature _____ Date _____

Print Name of Authorized Person _____

Authorized Signature _____ Date _____

Please scan the completed form and then email to **facilities@bgsu.edu**

For Office Use Only:

Campus Ops: Received Date _____ Code _____ Post to Database _____

Email form to gateway@habitecsecurity.com CC: mhester@bgsu.edu Completed By _____ Date _____

If new Code: Email requestor that Code is ready for pick up at the Campus Operations Help Desk. _____

Habitec: Received Date _____ Acct # _____ Location _____ Area # _____ Area Name _____

SECURITY FIRE ACCESS CONTROL CCTV

Profile _____ Profile Name _____ Arm/Disarm Areas _____ User # _____

Email requestor when active _____ Completed Date _____ Habitec Rep Name _____

Send completed form to **facilities@bgsu.edu**

WB/DLH 12/27/13, Rev. 8/26/15 mn, REV 1/30/23 jaa