



Keyless Entry Service Order

Email completed service order and supporting documents to tcom-request@tamu.edu. You will receive an automatic email from Help Desk Central providing a reference number (INC#). If you haven't received a response after two business days, reply to the original email or call 979.845.8300 with your INC# for a status update.

New to Keyless Entry?

Follow the request process outlined on it.tamu.edu:

Step 1: Contact Building Access via Aggieworks to install the locking mechanism and keyless entry hardware (card readers).

Step 2: Complete and submit Keyless Entry Service Order to connect hardware to the keyless access system.

Requestor/Departmental Coordinator Information

By filling out this form, you certify you are authorized by your unit to submit this work order.

Name: _____ Unit/College/Department: _____

Phone Number: _____ Email Address: _____

Billing Information

This is not an account change form. If you need to make changes to your account, refer to [Account Change Form](#).

Billing Contact Name: _____

Billing Contact Email Address: _____ Billing Contact Phone Number: _____

Mailstop/Mailing Address: _____

Account No. (xx-xxxxxx-xxxxx): _____ Department Code: _____

Signature: _____ Date: _____

Service Requests

Select ALL services needed:*

- Connect New Door to Keyless Entry system
- Disconnect Door from Keyless Entry system
- Move hardware to different door

- Change Door Name
- Update Authorized Door Managers

Number of New Keyless Entry Doors (if any): _____

Remarks: _____ Service Date Desired: _____



Physical Location

Building Number:* _____

Room Number(s):* _____

Is this "door" being moved? If yes, please fill out the following:

New Building Number (if applicable): _____

New Room Number (if applicable): _____

Authorized Door Managers

The following people will be added as Door Managers in the keyless management software program. Door managers can add/remove permissions for a TAMU campus member to the doors listed on this form.

Door Manager	Name	Email	NetID
Door Manager 1	_____	_____	_____
Door Manager 2	_____	_____	_____
Door Manager 3	_____	_____	_____