



# Keyless Entry Service Order

Email completed service order and supporting documents to [tcom-request@tamu.edu](mailto: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](http://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): \_\_\_\_\_ Authorized Account Signer Name: \_\_\_\_\_

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	_____	_____	_____