JSNN Security Access Card Application

The Joint School of Nanoscience and Nanoengineering (JSNN) has placed proximity card readers onto rooms and laboratories around the school to extend access to areas during regular and after hours for faculty, staff, students, interns, and partners.

Security Access Card – Rules of Use

- All doors with proximity card readers are locked 24 hours, seven days per week, and only those with valid access cards will be granted access.
- The access card is not transferable, and cards found in possession of unauthorized persons will be confiscated.
- Access cards always remain the property of JSNN and must be surrendered upon request.
- **DO NOT give access to anyone else** (this means opening a door or giving your card to someone else). You have the right to ask them to use their card, and if they do not have one, do not let them have access.   JSNN maintains lab access data 24/7.
- When entering or leaving areas of JSNN, please ensure the doors are securely closed behind you.
- Do not bend, make holes in or otherwise damage your card, as this may impair its function, and you may incur a personal cost of replacement (refer to the "Lost or Damaged Cards" section below.
- Security personnel and members of JSNN staff reserve the right to refuse access to any cardholder who contravenes the rules and regulations of JSNN any other subsequent policies of the Universities.
- Misuse of any card will result in the card being suspended and confiscated.
- Everyone is required to wear his/her security card while at JSNN in the manner shown.
- All visitors must sign the sign-in log located at the security front desk and then be escorted throughout the premises until they exit the JSNN building.
- Anyone not displaying his/her access card will be questioned and possibly escorted out of the building.
- **NO food or drink may be brought into or consumed in the JSNN labs.** Failure to comply with this policy will result in the applicant being asked to leave the lab regardless of access rights.
- Please report all suspicious activities to the Dean's Office.
- If you have any questions regarding access levels or the operation of your access card, please contact JSNN at 336 285 2817.

JSNN Building security is the responsibility of each one of us.

Please help us to enforce these rules.

Lost or Damaged Cards

If your Security Access Card is lost, stolen, or damaged, you must contact JSNN in person at the address below so that your card can be de-activated and a new card issued.

JSNN Dean's office

2907 East Gate City Blvd

Greensboro, NC 27401

There is a non-refundable replacement fee of $25 for all replacement cards, payable to JSNN. Replacement fees are non-refundable, even if a de-activated access card is found.

Return of Card

Once you have completed your work/studies at JSNN, you are required to surrender all property belonging to JSNN and Gateway. This includes the equipment you may have on loan, access cards, and keys. You understand that if you **do not** return your security access card to JSNN within ten days upon completing your work, research studies at JSNN, you will be charged a non-refundable fine of $25.

Access Card Application Process

Frequently Asked Questions (FAQ)

If there are any other questions you have that cannot be answered by reading the JSNN Security Access Policy, please email nhsirelk@ncat.edu to have them answered.

Q. **I have lost my Access Card. What do I do?**

A. Refer to the "Lost Cards" section of this policy.

Q**. I have picked up my card from JSNN, but it isn't working in a specific area. What do I do?**

A. Email nhsirelk@ncat.edu states your name and the card number, which is located on the back of your Access Card. JSNN will check your access rights and activate them as necessary.

Q**. I have changed my JSNN major. Do I have to notify JSNN?**

A. Yes, you will have to follow the update procedures in the "Access Card Applications" section of the policy.

Q. **I have finished my studies, internship, or work period at JSNN. Now, what do I do with my card?**

A. Immediately return your card to JSNN within ten days. If the security access card is not returned within ten days, you will be charged a $25 non-refundable fine.

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By accepting the Security Access Card, you agree to abide by the issued JSNN Security Access Policy and any other University guidelines in using this card. This card is non-transferable, remains the property of JSNN, and must be surrendered on request	New ☐
	Update ☐
	Replacement ☐ (Select one Only)

INSTRUCTIONS:

1. Read JSNN's Security Access Policy before completing this form.
2. It is the applicant's responsibility to secure all the necessary signatures to complete this form.
3. Bring a printed and signed copy of the Access Card Request Form to JSNN Dean's Office-Suite 204, 2907 East Cate City Blvd., Greensboro, NC, 27401

APPLICANT DETAILS: (to be completed by the applicant)

Name: (First/Middle/Last):	
Email:	Address: Phone:
JSNN Students:	University ID: ☐ Nanoscience ☐ Nanoengineering
Students-Other than JSNN	☐ Post-Doc University ID_____ Department _____ ☐ NC A&T Student University ID_____ Department_____ ☐ UNCG Student University ID_____ Department_____ ☐ Intern School _____ ☐ Other Student Affiliation_____
Non-Students:	☐ NIC Member Affiliation_____ ☐ Contractor Affiliation_____ ☐ Other External Affiliation_____
Organization Type	☐ University/College ☐ Industry ☐ Government ☐ Others

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AUTHORIZATION:

I have read, understand, and agree to the JSNN Security Access Card Policy.

_____   _____

JSNN Applicant Signature   Date