



Purpose:

The College of Arts and Sciences has developed standards for building access control in order to facilitate and reduce the cycle time of building access requests.

Procedure:

- Review the College’s standards (see the standards at the end of the document for reference)
- Proceed by clicking on the following link: <http://iservicedesk.facilities.miami.edu:83/home.html>
 - Click on Work Request under the menu called “Place Work Request”
 - Select building (just pick the building that the person is housed in – more detail will come below as to how to do multiple buildings)
 - Enter the mandatory fields
 - Under the open box where there is a double ** do the following:
 - Enter the C# for the person(s) you are requesting access for
 - Enter the name for the person(s) you are requesting access for
 - Enter the title as per the University’s Human Resources system for the person(s) you are requesting access for
 - State the building name(s) for which you are requesting the person(s) to have access to
 - Enter a brief justification if you are requesting anything more than 8:00 AM – 6:00 PM access
 - If the title you have selected is listed on the College’s list as 24/7, then you can proceed with submitting the work order
 - If you are requesting anything more than 8:00 AM – 6:00 PM access, and the title is not on the College’s list as 24/7, then please contact Nick Osborn via email (nosborn@miami.edu) and explain why the request is necessary
 - This request will have to be approved by the Dean’s office prior to submitting the work order
 - Once the work order is submitted through the website, an email will be automatically sent to the submitter
 - Please send that email to Lt. William F. Gerlach at wgerlach@miami.edu with a copy to the person(s) supervisor for which you are submitting access for

College Standards by Human Resources Title

FACULTY	Row Labels	TYPE OF ACCESS
	Assoc. Professor	24/7
	Asst. Professor	24/7
	Asst. Professor of Clinical	24/7
	Professor of Clinical	24/7
	Research Assoc. Professor	24/7
	Research Asst. Professor	24/7
	Research Professor	24/7
	Professor	24/7
	ROTC Asst. Professor	24/7
	ROTC Full Professor	24/7
	Adjunct Assoc. Professor	STANDARD
	Adjunct Asst. Professor	STANDARD
	Adjunct Instructor	STANDARD
	Adjunct Professor	STANDARD
	Assoc. Professor Emeritus	STANDARD
	Asst. Professor Emeritus	STANDARD
	Lecturer	STANDARD
	Professor Emeritus	STANDARD
	Senior Lecturer	STANDARD
Visiting Assoc. Professor	STANDARD	
Visiting Asst. Professor	STANDARD	

STAFF	Row Labels	TYPE OF ACCESS
	Assoc. Director, Programs	24/7
	Asst. Chair, Administrative	24/7
	Asst. Dean, Administration	24/7
	Asst. Dean, Programs	24/7
	Asst. Director, Annual Giving	24/7
	Asst. Director, Collection & Exhibition Services	24/7
	Asst. Director, Programs	24/7
	Asst. Scientist, GAB	24/7
	Asst. Scientist, SOM	24/7
	Director, Art Museum	24/7
	Director, Budget	24/7
	Director, Human Resources	24/7
	Director, Programs	24/7

Executive Director, Finance	24/7
Manager, Advising	24/7
Manager, Business Operations	24/7
Manager, Events	24/7
Manager, Information Technology	24/7
Manager, IT Lab	24/7
Manager, Museum Gallery	24/7
Manager, Payroll	24/7
Office Manager	24/7
Scientist, GAB	24/7
Sr. Manager, Sponsored Programs	24/7
Supervisor, Laboratory Services	24/7
Supervisor, Machinist	24/7
Supervisor, Network	24/7
Supervisor, Research Laboratory	24/7
Curator	24/7
Events Planner	24/7
Human Resources Generalist	24/7
Network Administrator	24/7
Non-Enrolled Fellow (No Benefits), GAB	24/7
Post Doctoral Associate, GAB	24/7
Psychologist	24/7
Research Associate 1, GAB	24/7
Research Associate 2, GAB	24/7
Research Associate 3, GAB	24/7
Research Associate 3, SOM	24/7
Sr. Advisor, Academic	24/7
Sr. Database Analyst	24/7
Sr. Research Associate 1, GAB	24/7
Sr. Research Associate 2, GAB	24/7
A/P Temporary	STANDARD
Accounting Assistant	STANDARD
Administrative Assistant	STANDARD
Advisor, Academic	STANDARD
Budget Analyst	STANDARD
Carpenter	STANDARD
Case Worker	STANDARD
Communications Specialist	STANDARD
Costume/Prop Technician	STANDARD
Data Entry Clerk	STANDARD

Desktop Publisher	STANDARD
Desktop Support Technician	STANDARD
Dietitian	STANDARD
Driver	STANDARD
Editor	STANDARD
Electrical Engineer	STANDARD
Electrician	STANDARD
Environmental Services Technician	STANDARD
Executive Assistant	STANDARD
File Clerk	STANDARD
Help Desk Technician	STANDARD
Instrument Designer	STANDARD
Lead Security Officer	STANDARD
Machinist	STANDARD
Marketing Specialist	STANDARD
Membership Coordinator	STANDARD
Museum Educator	STANDARD
Musical Accompanist	STANDARD
Nurse Specialist	STANDARD
Office Assistant	STANDARD
Office Supervisor	STANDARD
Patient Access Representative	STANDARD
Preparator	STANDARD
Production Technician	STANDARD
Program Coordinator, Social Services	STANDARD
Program Manager, Social Services	STANDARD
Publications Coordinator	STANDARD
Receptionist	STANDARD
Records Assistant	STANDARD
Research Assistant	STANDARD
Research Support Coordinator	STANDARD
Secretary	STANDARD
Social Worker	STANDARD
Social Worker, LCSW	STANDARD
Software Engineer	STANDARD
Sponsored Programs Specialist	STANDARD
Sr. Accounting Assistant	STANDARD
Sr. Administrative Assistant	STANDARD
Sr. Classroom Assistant	STANDARD
Sr. Mail Clerk	STANDARD

	Sr. Preparator	STANDARD
	Sr. Program Coordinator	STANDARD
	Sr. Research Assistant	STANDARD
	Sr. Teacher	STANDARD
	Teacher	STANDARD
	Trainer, IT	STANDARD
	Visiting Researcher, GAB	STANDARD

STUDENTS	Student Fellow	STANDARD
	Student Research Assistant (if Graduate then 24/7 if undergraduate then STANDARD)	STANDARD
	Students Paid Hourly	STANDARD
	Teaching Assistant	STANDARD