**Electronic Card Access for College of Agricultural Sciences**

To start the process for obtaining building card access, contact your departmental Access Coordinator and have a card access only request submitted for the building(s) to which you need access. Once submitted, you will receive a confirmation email like this:



Click on the link at the bottom of the email from any computer or mobile device to access the signature page. It will bring you to the following page:



Type your name in the box under your preprinted name just as if you were signing with pen and paper and click on **Create.** Your generated signature will appear in the box like this:



Click on the box that says **Accept Signature**. This will bring you to a review screen like this:



Click on **Sign** and you are done! The Keys and Parking Office will receive your signed request and will grant the requested building card access within 24 hours.