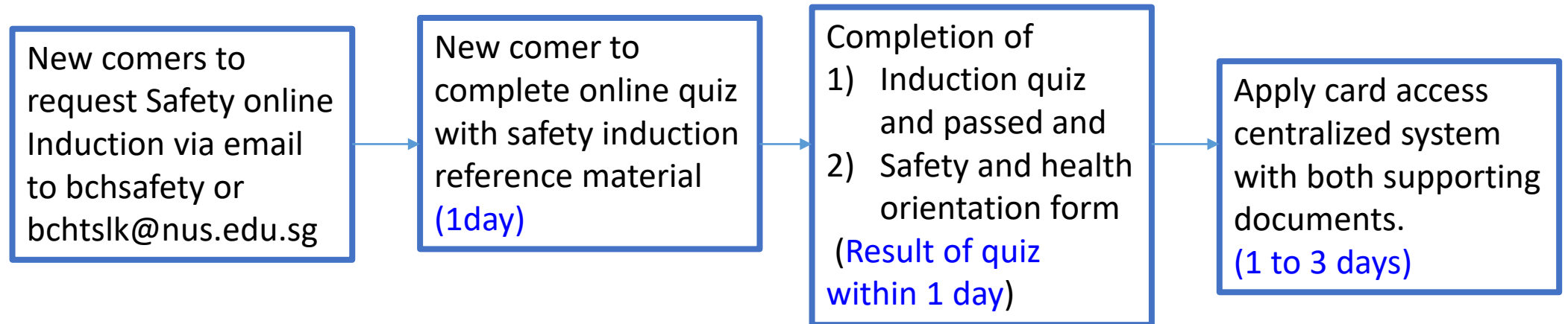


Flow Chart (Card Access to Building)



How to apply Card Access via Centralized System



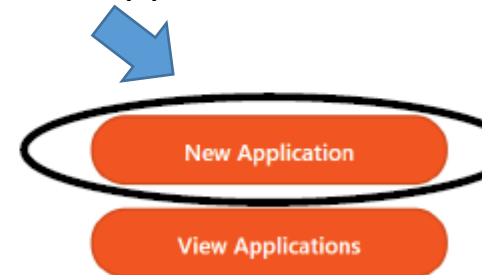
Yong Loo Lin
School of Medicine

Card Access Application System

This is a centralised application system for card access to all NUS Medicine Departments and Facilities in School of Medicine buildings.

For enquiries, please contact the Research Facilities Management Team at medbox50@nus.edu.sg.

Select New Application Tab



How to apply Card Access via Centralized System

Card Access Application

Request Details

* Name As shown on NUS staff card/ NUS student card/ photo ID	* Email Address Work email address preferred	* Contact Number Work contact number preferred	NUS Access Card Number Staff card/ Student card/ Term card/ Temporary card (if any)
<input type="text" value="Gabriek Quek"/>	<input type="text" value="gabriek@nus.edu.sg"/>	<input type="text" value="65163322"/>	<input type="text" value="01234"/>
* Building/Department	* Principal Investigator/Manager	* Location	
<input type="text" value="MD07-Biochemistry"/>	<input type="text" value="Jiang Jianming"/>	<input type="text" value="Level 2"/>	
* Access Duration Office Hours (8:30am–6:00pm, Mon–Fri) Extended Office Hours (7:30am–9:00pm, Mon–Sun) Unrestricted (24 hours)	* Access Start Date	* Access End Date	
<input type="text" value="Office Hours"/>	<input type="text" value="24/03/2021"/>	<input type="text" value="24/03/2021"/>	

Name	Email Address	Contact Number	NUS Access Card Number	Principal Investigator/Manager	Building/Department
We didn't find any data to show at this time					

Input details and request



Card Access Application

Name	Email Address	Contact Number	NUS Access Card Number	Principal Investigator/Manager	Building/Department
We didn't find any data to show at this time					

[Add New Applicant](#)



Notification List (NUS internal)

List of persons to be notified of the access activation

Please enter the correct name to search.

Notification List (External) – use comma for multiple email addresses

List of persons to be notified of the access activation

Supporting Documents (Non-NUS Personnel only)

- A copy of photo identification (staff/ student card preferred) – please hide any confidential information
- Exclusion of Liability and Indemnity Form for Access to Facilities
- Issuance of Temporary Card Form (only for applicants who do not have a NUS access card)

There is nothing attached.

Attach file

* Applicants consent to the collection, use or disclosure of personal data for processing, verification and emergency purposes.

Attached i) Safety and Health Orientation form and ii) induction quiz passed email acknowledgment

Terms & Conditions

- 1) Requests with incomplete form and supporting documents will not be processed.
- 2) Please inform the Research Facilities Management Team at medbox50@nus.edu.sg for loss of access cards, or when access is no longer required.
- 3) Card access may be terminated for personnel who found to have provided false information or violated any rules at the requested locations.
- 4) In the event of system malfunctions, all doors must be manually locked after office hours for security reasons.

* Applicants understand and agree to comply with the terms & conditions as stated above.

Comment

Required access to level 3 and 4 and temp card

If you need other floor access, please include in comment.

Once your request is approved, you will receive a notification via email

Save as Draft

Submit

From: Tan Suan Liang, Kelvin <bchtslk@nus.edu.sg>
Sent: Monday, March 1, 2021 11:20 AM
To: Koh Yong Zher <bchkyz@nus.edu.sg>
Cc: Koh Yong Zher <bchkyz@nus.edu.sg>
Subject: Card Access Request 2021-127 – Access Activated

Dear Applicant,

Your card access has been activated.

Name	Building/Department	Location	Access Duration	Access Start Date	Access End Date
Koh Yong Zher	MD07-Biochemistry	Level 3	Unrestricted	2/25/2021	10/31/2022

For enquiries, please contact the Research Facilities Management Team at medbox50@nus.edu.sg.

Thank you.
NUS Medicine Card Access Application System

You will receive an email notification when your card access request has been submitted successfully.