

Location Access Request Procedures

for Room Keys and Building Access via Keycard ID or Mobile ID

The Location Access Request form can be found on the Facilities website <https://www.yc.edu/v6/facilities/> and is required to request keys and/or building access. New employees will need to upload a photo for a keycard ID through the YC Portal before building access can be granted. New employees should visit [OneCard](#) on the YC website for information.

Instructions:

- Please fill in all required information; One form per person.
- List building numbers to be assigned to keycard ID for building access.
- Metal keys should be requested by building and room number (not key #)
- Cabinet and file drawer keys need to be requested by key core number
- Approval is required by department Dean, Division Director, Associate VP's or an ELT member
- Email fully completed and approved location access requests form(s) to facilities@yc.edu. *Please do not send through interoffice mail.*

Keys and building access are usually processed within 1 - 3 business days after Facilities receives the approved request form. All keys and keycard ID's issued must be picked up in person. Keys are assigned by name and photo I.D. is required at time of pickup. Keys/IDs cannot be picked up for another person. As requests are filled, Facilities will email the assigned person that keys are ready for pickup at Prescott Campus - Building 20. Accommodations are made for other YC campuses.

- Employees should login to your YC Portal at www.yc.edu
- Go to My Account - Click on Online Photo Submission
- Click on Profile - Scroll down and click on Submit a new photo
- Once your photo is submitted, the Student Development Technology Team will verify your information and photo, print your ID card and deliver to the Facilities office, building 20, or you let you know you can follow the mobile credential instructions by visiting <https://www.yc.edu/v6/enrollment-services/onecard.html>

PLEASE ... DO NOT give your keys to anyone. Each employee is responsible for returning assigned keys to the Facilities Management Office, Building 20. Office hours Monday-Friday 7am – 4:30pm (except during holidays and college closures). Please call 928-776-2180 if special arrangements are needed for key returns for other YC locations.

LOST KEYS must be reported to collegepolice@yc.edu and facilities@yc.edu and your supervisor. Lost keys or keycard ID fees are charged to the individual the keys are assigned to. To view the Lost Key procedure please visit <https://www.yc.edu/v6/facilities/>

Facilities Management Main phone 928-776-2180