

## SECURITY ACCESS CARDS

To request a Security **Access Card** for building entrance after hours for an employee, submit a “Service Request” using the MRI Workspeed service request system. Please note that **only authorized representatives are able to make these requests.**

The request is made as follows:

- **CHOOSE TYPE OF REQUEST, CLICK ON “SECURITY CARDS”**

The screenshot shows the MRI Workspeed web application interface. At the top, there is a navigation bar with the following menu items: HOME, SERVICE REQUEST, AMENITIES, REPORTS, INSURANCE, and ADMIN. Below the navigation bar, the page title is "Service request/Create SR". The main content area is titled "CREATE SERVICE REQUEST" and "Step: Select Type". A table lists the following service request types:

Select Service Request Type		
Repair		
Temperature	Alarm	→ Alarm
Cleaning	Door/Locks/Keys	→ Door/Locks/Keys
Security	Security Cards	→ Security Cards
Additional Services	Security Incidents	→ Security Incidents

A red arrow points to the "Security Cards" option in the table. At the bottom of the page, there is a footer with the following text: "About Workspeed | Contact | Terms of Use | Privacy Policy | Technical Requirements. © 2005 - 2017 Workspeed Management, LLC. All Rights Reserved. Workspeed™ and the Workspeed logo are registered trademarks of Workspeed Holdings, LLC. Protected by U.S. Patent No. 7,143,048."

Workspeed

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HOME SERVICE REQUEST AMENITIES REPORTS INSURANCE ADMIN

Service request/Create SR

CREATE SERVICE REQUEST Step: Enter Info

Service Description: Security Cards - Request

\* Brief Description: Issue after hours access card to John Doe  
Permanent after hours access  
Pin #1234  
Effective Jan 01

Division: Select Division Bldg / Block: TOWER BUILDING

Cost Center ID: Floor: 2

Suite / Space: 200

Location Details:

Ask For Upon Arrival:

Related Documents:

BACK CONTINUE

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- **REQUEST DESCRIPTION, ENTER THE FOLLOWING INFORMATION:**

1. EMPLOYEE'S NAME
2. INDICATE EITHER TEMPORARY OR PERMANENT **AFTER HOURS ACCESS**
3. IF PERMANENT AFTER HOURS IS REQUIRED, PLEASE PROVIDE A **FOUR – DIGIT PIN NUMBER** (it is recommended that the last four digits of the drivers license be used)
4. INDICATE THE **EFFECTIVE DATE** THE CARD SHOULD BE ACTIVATED

**AFTER HOURS ACCESS** is defined as follows:

**Monday through Friday**      **6:00 PM through 7:00 AM**

**Saturday**      **2:00 PM through 8:00 AM**

**Sundays & Holidays**      **24 hours**

5. CLICK ON THE CONTINUE BUTTON AT THE BOTTOM OF PAGE

**TEMPORARY** is defined as used on a short – term basis

**PERMANENT** is defined as an endless basis

kspeed.com/workspeed/createsrstandard.do

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HOME SERVICE REQUEST AMENITIES REPORTS INSURANCE ADMIN

Service request/Create SR

CREATE SERVICE REQUEST Step: Confirm

Service Description: Security Cards - Request Edit Section

Status: Not Yet Submitted

Create Request For: Real Estate One

Division:

Cost Center ID:

Location: Bldg / Block: TOWER BUILDING Floor: 2 Suite / Space: 200

Location Details:

Brief Description: Issue after hours access card to John Doe  
Permanent after hours access  
Pin #1234  
Effective Jan 01

Ask For Upon Arrival:

Related Documents:

CANCEL REQUEST SUBMIT

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- **SUBMIT REQUEST AT THE BOTTOM OF THE PAGE.**

Once the request is received, a Security Access Card will be assigned and programmed promptly. 24-hour advance notice during normal business hours is required in all instances to insure timely processing. You will be notified when the card can be picked up at the Security Desk or the Management Office.

**FEES WILL APPLY FOR NEW, REPLACEMENT, OR REPROGRAMMED CARDS.**

#### **DEACTIVATING SECURITY ACCESS CARDS**

Tenants will submit a request for **Deactivating a Security Access Card** by using the MRI Workspeed service request system. Please note that **only authorized representatives are able to make these requests.**

Please follow the previous instructions for making this request with the following exceptions.

- **REQUEST DESCRIPTION, ENTER THE FOLLOWING INFORMATION**

1. EMPLOYEE'S NAME
2. LIST THE CARD NUMBER
3. INDICATE THE EFFECTIVE DATE THE CARD IS TO BE DEACTIVATED

Once a Security Access Card is collected from the Employee, it may be kept for future use or returned to the Management Office.

**THERE ARE NO FEES FOR DEACTIVATING CARDS.**