One FOB can be programmed for all locations and buildings. A FOB will be necessary for any employee that works/teaches in any of the above buildings. Current FOBs will continue to work through the re-keying period. Only if you did not have a FOB prior to this and will need access to the building(s) listed above will a FOB be necessary to issue. To request a FOB follow the same procedure for keys described in the previous section using this form: [KEY/FOB REQUEST FORM](). Fill out the information requested and submit. The document will be routed for the proper signature(s) similar to how our other platforms (e.g., Mercury Commerce) work. Please note that FOBs will take up to 72 hours to program. Once the FOB is ready, a notification will be sent to the FOB holder for pickup. The FOB holder will need to make arrangements to pick up their own FOB IN PERSON at the Mailroom, Room B-115. A CURRENT PHOTO ID will be necessary at time of pick up. The Mailroom can be reached at (831) 755-6700.

REMINDERS AND NOTES:

Only the VP of Administrative Services will be able to override the process or procedures on obtaining keys or FOBs.

Keys and FOBs are for Full-Time Faculty and Staff ONLY. If you are a Part-time or hourly employee, student worker, professional expert and require keys/FOB, your key/FOB request must be pre-approved by the Vice President of Administrative services or the Controller. Please have your Dean/Administrator make a request in writing to the VP of Administrative Services.