



# MISSISSIPPI STATE UNIVERSITY™

## HOUSING AND RESIDENCE LIFE

### Residence Hall Access Request Form Directions

1. Fill in the requested information on the Residence Hall Access Request Form.
2. Print out the completed Residence Hall Access Request Form.
3. Sign and date the ***Terms and Rules of Temporary Access Card Use*** located on page 2.
4. Obtain Department Head Approval. The Department Head should print/sign their name and date it. *\*\*For vendors, approval must come from Fred Mock, Associate Director for Facilities and Maintenance.*
5. Complete a background check.
6. Scan and email [hrlnetworks@saffairs.msstate.edu](mailto:hrlnetworks@saffairs.msstate.edu) or fax (662) 325-4663 the following:
  - a. Residence Hall Access Request Form
  - b. background check results
7. If you have any questions, please call the Department of Housing and Residence Life IT Office at (662) 325-2143.