JOHNS HOPKINS
M E D I C I N E
SCHOOL OF MEDICINE

Johns Hopkins University
Facilities Management
School of Medicine
2024 East Monument Street
Suite B-1100
Baltimore, Maryland 21205

MEMORANDUM

TO: All JHMI Students

FROM: Scott Wilson
          Information Systems Administrator

Your JHMI I.D. badge will give you access to controlled entrances throughout the campus. The areas that you will be able to enter are determined by your student status and division. Clearance should be activated within 24 hours of badge issue.

All JHMI badges include access to Ross bridges (levels 6 and 7), Turner tunnel doors, 2024 Building main lobby, and Reed Hall main lobby during business hours only (7:00 a.m. to 7:00 p.m.). In addition, the following standard clearances are issued to students:

Medical Students:

Basic Science perimeter entrances, 24 hours
Anne & Mike Armstrong Medical Education Building and colleges, 24 hours
Turner/Ross/Miller Research Building perimeter entrances, 24 hours
WBSB student lounge entrance, 24 hours

SOM Graduate Students:

Basic Science perimeter entrances, 24 hours
Turner/Ross/Miller Research Building perimeter entrances, 24 hours
WBSB student lounge entrance, 24 hours

If you need additional clearance other than specified above, then a clearance request form must be completed and returned to 2024 E. Monument St. Suite B-1100 . Forms can be obtained by your department administrator or from 2024 E. Monument St. Suite B-1100. Access request forms must include approval from your department administrator or director if working in a department.

Administration
Phone 410-955-0880
Fax 410-955-0469

Support Services
Phone 410-614-9605
Fax 410-614-7303

Please make note of the following safety issues:

♦ If you lose your I.D. badge, you must obtain and **I.D. Request Card** from the Registrar's office located in Rm. 147 in the **Miller Research Building**, before a replacement I.D. badge can be obtained at the Identification Office in Nelson 108.
Please note that the Identification Office will not issue you a replacement badge until you have an I.D. Request Card authorized from the Registrar's office.

♦ Malfunctions in the access system should be reported to the Security Access office at 614-1803.

♦ All I.D. badges should be returned to the I.D. Office or to your department administrator when you leave Johns Hopkins.

When you graduate or leave the program in which you are enrolled, your clearances will be deactivated and the badge will no longer access the system. If you need to extend your access beyond that time, please contact your department administrator or the Security Access Office for information on requesting additional access.

If we can be of assistance to you or answer any questions about controlled access on campus, please feel free to call us or stop by our office.

Thank you very much for your cooperation.

SOM Card Access Office   **614-1803**
                                    2024 E. Monument St. Suite B-1100

I.D. Office   **955-5325**
                                    Nelson 108