



Information Technology Center  
 403 Main Street, · GSU Box 4220 · Grambling, Louisiana 71245  
 Main Office: (318) 274-6143 · Fax: (318) 274-6543

\*\*\* Surveillance User Account Request Form \*\*\*

**Part I – User Information** **Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Ext:** \_\_\_\_\_  
Last First MI

**Position/Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of Affiliation:**     Employee     ULS     Other: \_\_\_\_\_

**Justification:** \_\_\_\_\_

**Part II – Building Access**

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Assembly Center          | <input type="checkbox"/> Attucks Hall         | <input type="checkbox"/> Brown Hall            | <input type="checkbox"/> Building 100A    |
| <input type="checkbox"/> Building 100B            | <input type="checkbox"/> Building 200         | <input type="checkbox"/> Building 300          | <input type="checkbox"/> Building 400     |
| <input type="checkbox"/> Building 500             | <input type="checkbox"/> Building 600         | <input type="checkbox"/> Building 700          | <input type="checkbox"/> Building 800A    |
| <input type="checkbox"/> Building 800B            | <input type="checkbox"/> Building 900         | <input type="checkbox"/> Carver Hall           | <input type="checkbox"/> Charles P. Adams |
| <input type="checkbox"/> Clubhouse                | <input type="checkbox"/> Dunbar Hall          | <input type="checkbox"/> Eddie Robinson Museum | <input type="checkbox"/> Food Court       |
| <input type="checkbox"/> Freshmen Village Outside | <input type="checkbox"/> Grambling Hall       | <input type="checkbox"/> Grambling High School | <input type="checkbox"/> Jacob T. Stewart |
| <input type="checkbox"/> Long-Jones Hall          | <input type="checkbox"/> Mail Room            | <input type="checkbox"/> Main Street PTZ       | <input type="checkbox"/> Nursing Building |
| <input type="checkbox"/> Performing Arts Bldg.    | <input type="checkbox"/> Property & Receiving | <input type="checkbox"/> RWE Jones PTZ         | <input type="checkbox"/> T L James        |
| <input type="checkbox"/> Washington-Johnson       | <input type="checkbox"/> Woodson Hall         |  |   |

**Grambling State University IP-CCTV Security System Policy**

1. **Video Monitors and Viewing**

- Video monitoring for security purposes will be conducted in a professional, confidential, ethical, and legal manner.
- Only the Associate Vice President for Information Technology or individuals authorized by the Associate Vice President for Information Technology and members of law enforcement agencies shall have access to video monitors while they are in operation.
- Video monitors should be in controlled access areas wherever possible.
- Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.
- All authorized individuals who have access to camera controls (such as pan, tilt, and zoom) will not monitor individuals based on characteristics of race, creed, color, sex, national origin, sexual orientation, marital status, disability, public assistance status, age, or inclusion in any group or class protected by state or federal law. Camera control operators will monitor activity based on suspicious behavior, not individual characteristics.

**Part III – Authorization**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Requestor)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department/Unit Head)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(AVP for Information Technology)



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\*\*\*FOR OFFICIAL USE ONLY\*\*\*

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Account Creator)

