

Employee Keycard Access ID Badge

New employees should receive a badge from Human Resources (HR) during the hiring process.

Lost Badge: Immediately notify your Administrator and Security so the badge can be deactivated.

Original badge located after reporting it lost: Call Security so that the badge can be re-activated.

Replacement/Lost Badge: Your Administrator must make the request for a new badge with the Employee Name, Employee # and Badge # after the 3-5 day grace period (*the new badge will be sent to your Administrator via interoffice mail*).

Badge will not access your building: Administrator will email with the Employee Name, Employee #, Employee Badge # and the location(s) access is needed.

Employee Transfers: Employee ID badges remain with employee when they transfer Locations. Previous location Administrator will email to cancel access and new location Administrator will email to request access.

Role changes: Administrator will email a request for a new "Role Change Badge" with the Employee Name, Employee # and Employee Badge #.

Employee's that have left the District: Interoffice mail the badge of the separated employee with an explanation for separation to Security. HR emails Security a list of employee's that have left the district to remove from our system.

How to change an employee's badge access level: Administrator will email the Employee Name, Employee #, Badge #, Access Level and Alarm Code for the requested change(s).

Employee Access Time Authorizations:

Level A - 24/7: Each employee must have a four digit alarm code for this level.

Level B - Mon-Sat 4:00am-6:00pm: Each employee must have a four digit alarm code for this level.

Level C - Mon-Fri 6:00am-6:00pm: Default level, no alarm code.

ID Badge Contacts @ Annex 1: David W. Walker 682-867-7839 dwalker1@aisd.net

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Security Emergencies: Security Dispatch 817-459-7699