



BECOMING AN AUTHORIZED ACCESS REQUESTER

1

If you have not done so already, login to Asset Essentials with your CSU ID, this will create your basic account and add you to the system.



2

Email [access.security](mailto:access.security@csuohio.edu) to request AAR status. Be sure to include the department(s) you will be the AAR for, and CC the head of the department on the email.

3

An AC&SS employee will add the Access Requests site to your Asset Essentials profile as well as add you to the AAR list on our webpage.

Access Control & Security Systems
access.security@csuohio.edu