

# PIV Door Access Request

## Health Professions Trainee

To be completed by the HPT's Supervisor

**HPT's Name:**

**\*\*PIV Badge #:**

**Service:**

**Phone/Extension: (SC/Designee)**

**Service Chief (SC)/Designee  
Signature and Date:**

**Email Address (SC/Designee)**

If adding access, then this form must be signed by Service Chief/Service Chief Designee for the section requested above. If Deleting access, then only the requesting supervisor needs to sign the form.

**Request Type:**

- Add
- Remove All Access
- Remove select

Student/Resident/Fellow Access \*

Lab (Specify lab in block)

- ICU's
- Pharmacy
- Admin(3<sup>rd</sup> Floor)
- HAS
- HR/PIV
- Psych Ward
- OT&T
- Canteen

Logistics  Police  Hemodialysis  Medication Rooms

Social Work

ER  OR  Doctor Access

Other not listed/Specific Room (Enter Room#/ room name/ service)

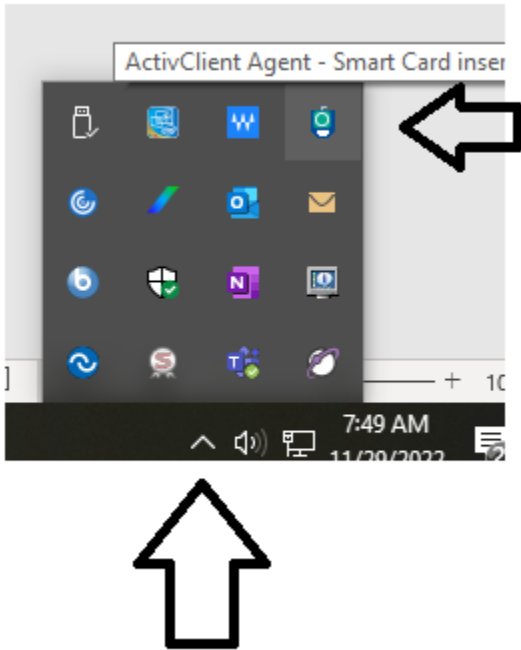
**Justification:**

\*\* See instructions  
below

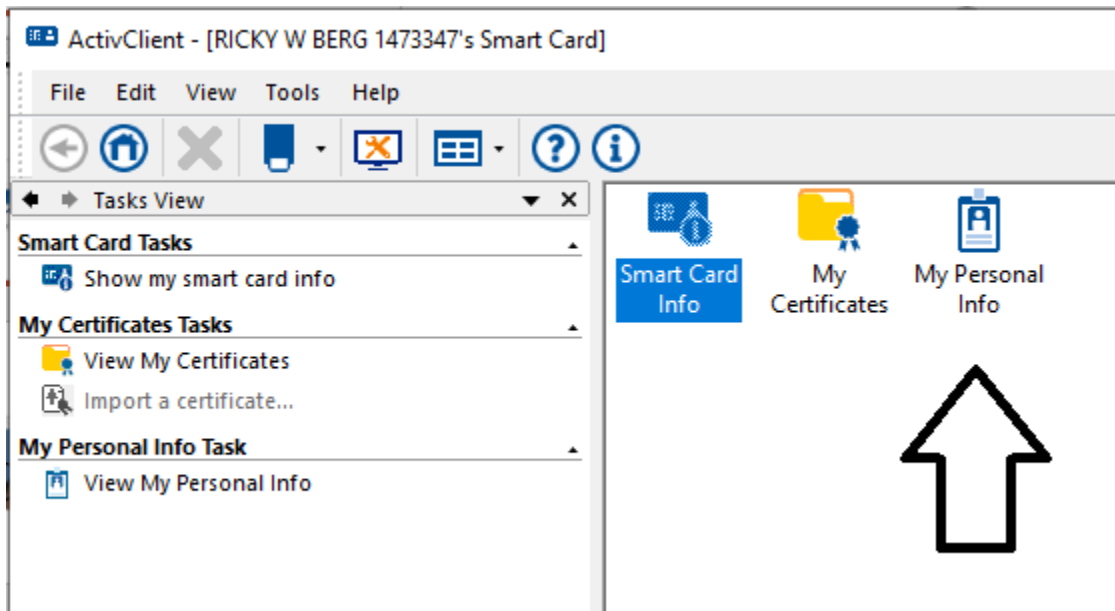
To request door access for a new staff member:

First need to obtain the PIV card;

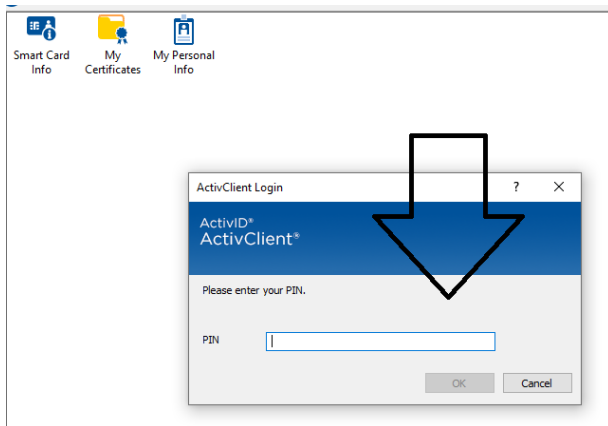
Bottom Right corner of your computer home screen, click on the up arrow, then click on ActiveClient Agent, OPEN:



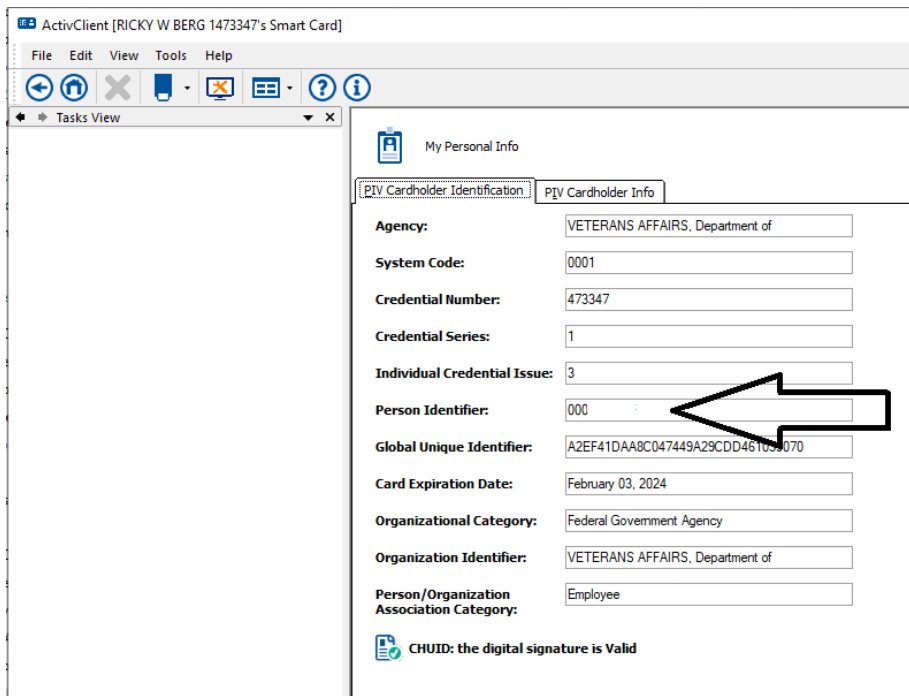
Then Click on My Personal Info



Then enter in your PIV card access digits



The next screen will show your Person Identifier



That number is needed to request access to secured doors. Complete the Door access request form and send to STL DOOR ACCESS GROUP: [STLDOORACCESS@va.gov](mailto:STLDOORACCESS@va.gov)