

UPD Key Request Workflow Instructions

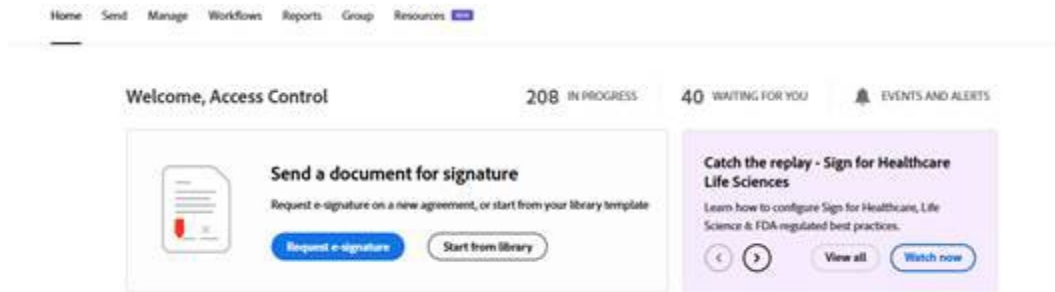
Important: Do not select or submit the generic "Use Workflow" template. Requests must be submitted using the appropriate University Police Department (UPD) workflow from the Adobe Sign Library.

Step 1

Log in to Adobe Sign at esign.sdsu.edu.

Step 2

From the Adobe Sign home page, select Start from Library.



Step 3

Select the Workflows tab.

Step 4

Search for 'UPD' to display all available University Police Department workflows.

The screenshot shows the "Start from library" search results for "UPD". The search bar contains "UPD". The results are displayed in a table with columns for "Name" and "Last Modified". The "Workflows" tab is selected in the left sidebar.

Name	Last Modified
Account Workflows	
UPD - Authorization to Renew Campus Access	05/08/2024
UPD - Authorization for Smart Classroom Podium Access	03/21/2025
UPD - Authorized Signer for Campus Access Requests	11/04/2021
UPD - Authorization for Campus Access	05/27/2026
UPD - Request for Video Camera System Access Workflow	11/13/2025
IVC-UPD - Authorization for Campus Access	02/27/2025

Step 5

Select the appropriate workflow for your request.

Step 6

Enter the email addresses for the department's authorized signer and the access recipient. Select Send Now.

Signer

Recipient settings 

Multi-factor authentication None

Access Control *

Signer accesscontrol@sdsu.edu

Recipient settings 

Multi-factor authentication None

Access Recipient *

Signer

Recipient settings 

Multi-factor authentication None

Cc

These recipients will receive a copy of the completed agreement.

Separate email addresses with a comma, semicolon or space

Send now

Step 7

Complete the Key Issue information on the following page and submit the request.



SAN DIEGO STATE UNIVERSITY POLICE DEPARTMENT
Authorization for Campus Access

Name: *	<input type="text"/>	Red ID: *	<input type="text"/>
Email: *	<input type="text"/>	Department: *	<input type="text"/>
Status: *	<input type="text" value="Select..."/>	Term (Students Only):	<input type="text" value="Select..."/>

Is authorized to receive access for the following areas:

Physical Keys:

Bldg:	<input type="text"/>	Room:	<input type="text"/>	Key:	<input type="text"/>	Issue:	<input type="text"/>
Bldg:	<input type="text"/>	Room:	<input type="text"/>	Key:	<input type="text"/>	Issue:	<input type="text"/>
Bldg:	<input type="text"/>	Room:	<input type="text"/>	Key:	<input type="text"/>	Issue:	<input type="text"/>
Bldg:	<input type="text"/>	Room:	<input type="text"/>	Key:	<input type="text"/>	Issue:	<input type="text"/>
Bldg:	<input type="text"/>	Room:	<input type="text"/>	Key:	<input type="text"/>	Issue:	<input type="text"/>
Bldg:	<input type="text"/>	Room:	<input type="text"/>	Key:	<input type="text"/>	Issue:	<input type="text"/>
Bldg:	<input type="text"/>	Room:	<input type="text"/>	Key:	<input type="text"/>	Issue:	<input type="text"/>

Card Access:

Access Level:	<input type="text"/>	Access Level:	<input type="text"/>
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