



TCNJ THE COLLEGE OF
NEW JERSEY

Welcome to Access Control





When Requesting a schedule Change
you will now need to enter all request
using our:



TCNJ THE COLLEGE OF
NEW JERSEY

REQUEST FORM



*Follow these 7 Easy steps and
you will not have any problems*

Plan Sample.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 14, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort, Filter

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Department Name:												
2	Plan Number:			Please place "X" on days of activity									
3		Start Date	End Date	Sun	Mon	Tue	Wed	Thir	Fri	Sat	Sun	24/7	
4	Plan Date:												
5		Start Time	End Time										
6	Access Time:												
7	Rooms needing access:												
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Request Form

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Step 1--Enter Your Department Name:
 Example "STEM"

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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Department Name:	STEM											
2	Plan Number:			Please place "X" on days of activity									
3		Start Date	End Date	Sun	Mon	Tue	Wed	Thir	Fri	Sat	Sun	24/7	
4	Plan Date:												
5		Start Time	End Time										
6	Access Time:												
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Step 2--Enter the Plan Name (you name it, or add a number, it can be any name you like) **Example: 1**

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Alignment: Wrap Text, Merge & Center

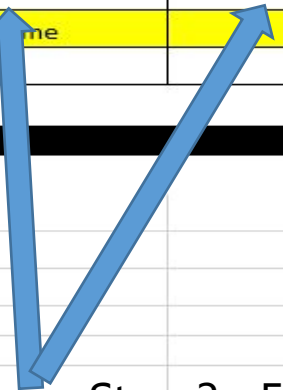
Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort, Filter

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Department Name:	Stem											
2	Plan Number:	1		Please place "X" on days of activity									
3		Start Date	End Date	Sun	Mon	Tue	Wed	Thir	Fri	Sat	Sun	24/7	
4	Plan Date:												
5		Start Time	End Time										
6	Access Time:												
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Step 3--Enter Start & End Date (if needed)

Plan Sample.xlsx - Excel

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Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

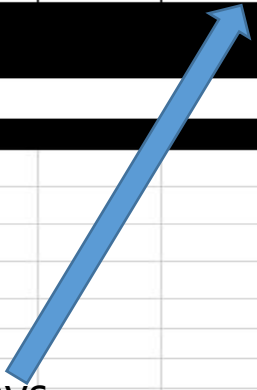
Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort, Filter

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Department Name:	Stem											
2	Plan Number:	1		Please place "X" on days of activity									
3		Start Date	End Date	Sun	Mon	Tue	Wed	Thir	Fri	Sat	Sun	24/7	
4	Plan Date:	10/1/19	6/1/20										
5		Start Time	End Time										
6	Access Time:												
7	Rooms needing access:												
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Step 4-- Enter Start & End Days



Plan Sample.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 14, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

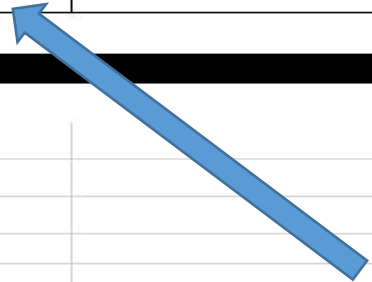
Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort, Filter

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Department Name:	Stem											
2	Plan Number:	1		Please place "X" on days of activity									
3		Start Date	End Date	Sun	Mon	Tue	Wed	Thir	Fri	Sat	Sun	24/7	
4	Plan Date:	10/1/19	6/1/20		X	X	X	X	X				
5		Start Time	End Time										
6	Access Time:												
7	Rooms needing access:												
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Step 5-- Enter Start & End Times

Plan Sample.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 14, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

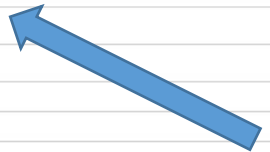
Number: General, \$, %, .00, .00

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort Filter

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Department Name:	Stem											
2	Plan Number:	1		Please place "X" on days of activity									
3		Start Date	End Date	Sun	Mon	Tue	Wed	Thir	Fri	Sat	Sun	24/7	
4	Plan Date:	10/1/19	6/1/20		X	X	X	X	X				
5		Start Time	End Time										
6	Access Time:	7:00 am	10:00 pm										
7	Rooms needing access:												
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9	Paws Number R1												
10	2085395												
11	3074294												
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Step 6– Enter Students Paws Number
Red=Delete
Black=Remain
Blue=Add

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2	Plan Number:	1		Please place "X" on days of activity									
3		Start Date	End Date	Sun	Mon	Tue	Wed	Thir	Fri	Sat	Sun	24/7	
4	Plan Date:	10/1/19	6/1/20		X	X	X	X	X				
5		Start Time	End Time										
6	Access Time:	7:00 am	10:00 pm										
7	Rooms needing access:												
8													
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Step 7– Rename Tap to match plan name

Do the same for each plan



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If you have any questions, please contact

LockHelp@tcnj.edu