

AUTHORIZED GUEST PRIVILEGES Steps for Use

We are pleased to create a Pratt Institute guest privilege ID for unescorted, scholarly campus visitors who need authorization, email and building access for periods in excess of 48 hours. Generally, this does not include Pratt employees, students, contractors, guest lecturers, media or critics.

You should refer to the Authorized Guest Privileges Guidelines for details of usage. This document is intended to provide an overview of the process from beginning to end.

Steps for Use

Set browser to: www.prattcard.pratt.edu/AuthorizedGuests

- Prompts you to sign in using your onekey, which will direct you to...
- Authorized Guest Privileges page
 1. Portion of the form will be populated with information from your onekey information.
 2. Link to Guidelines for Use
- Complete the form and click...
- Submit
- After you click submit:
 1. **Confirm** A confirmation page will appear immediately with the following information:

Thank you, [yourname], for your request.

A receipt for this request has been sent to your email address (xxx@pratt.edu) for your records. Your request will be processed by the Office of Safety and Security and you will receive an email notice of its disposition shortly. It will include whether your request was approved or denied and any additional steps required to complete this request.

Please read it carefully.

Contact authorizedguest@pratt.edu with any questions.

For additional requests, [Return to the Authorized Guest Form](#)

2. **Email Receipt** An email confirmation will be generated immediately with the following information:

You have requested Authorized Guest access for:

Guest: Jane Doe

Event Title: test

Dates: 10/1/11 through 10/22/11

Name: [your name]

You will receive confirmation from the Office of Safety & Security when your request has been processed. It will include whether your request was approved or denied and any additional steps required to complete this request. Please read it carefully.

3. **Security Review** The Office of Safety & Security will review your request and reply within 48 hours with its approval of your guests' status or decline your request.
- When the Office of Safety & Security approves your request, you will receive the following email:

Your request has been approved. Please have your guest visit the Pratt ID Card office upon their arrival to obtain their ID card.

[If you request parking, language will appear directing you to the Office of Security to arrange for permits]

[If you choose to do so, now is an appropriate time to send a digital photo to the Pratt ID Card office to expedite receipt of the guests' card.]

*Guest: Jane Doe
Event Title: test
Dates: 10/1/11 through 10/22/11*

*Sincerely,
The Office of Safety & Security*

- **ID Card Office** Simultaneously, the Pratt ID Card office will be aware of your guests' approval and will expect your guest to visit the office upon their arrival.
 - If you have requested an email address, you will receive an email like the following:

Your request for Authorized Guest access has been processed by the PrattCard Office.

*Guest: Jane Doe
Event Title: test*

*Onekey: jdoe-guest5
Password: 9000005*

Please contact our office if you have any questions.

*Sincerely,
The PrattCard Office*

- **Agreement** Upon receiving the ID card, the guest will be required to **sign an agreement**/release that confirms their commitment to following the Institute's rules of conduct. Upon signing it, the form will be returned to the Provost's office.
- **Contact** For additional instructions or if you have questions, please contact Peg Fox, Office of the Provost at authorizedguest@pratt.edu.

We welcome your guest to campus and hope they enjoy their experience at Pratt!