



To: Principals, Associate Principals, and Secretaries

Date: June 21, 2017

Re: Card Reader Doors/MAXXESS/Identity Management Software

To Whom It May Concern:

If you experience any issues with your Card Reader Door(s) and/or MAXXESS/Identity Management Software, including ID Badges not working properly, please contact Laurel Day. Do not contact a vendor directly as some of the issues are related to door hardware which can be addressed by our Buildings & Grounds Staff. By communicating the issue with Laurel Day first, a reasonable determination of who, if anyone, needs to be called for assistance.