KU DIS/GSIS Facility Access Registration

2021. 09

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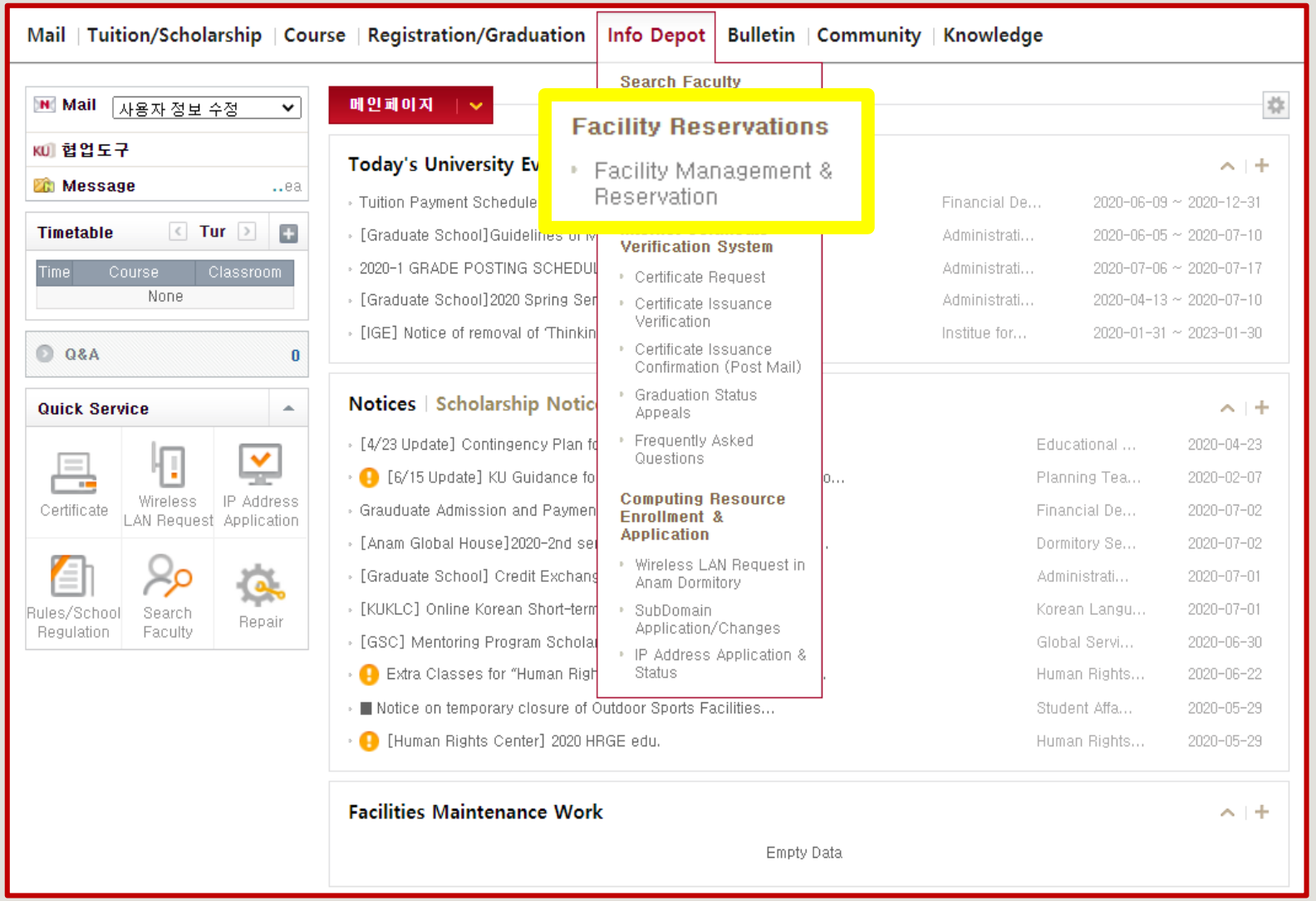
<KUPID>

Follow the steps below and click them:
Info Depot – Facility Reservation – Facility Management & Reservation

http://cafm.korea.ac.kr/archibus/connect.jsp

- Please register after receiving the physical ID card.
- If you have difficulties to register, please contact GSIS Administration Office (gsis@korea.ac.kr).



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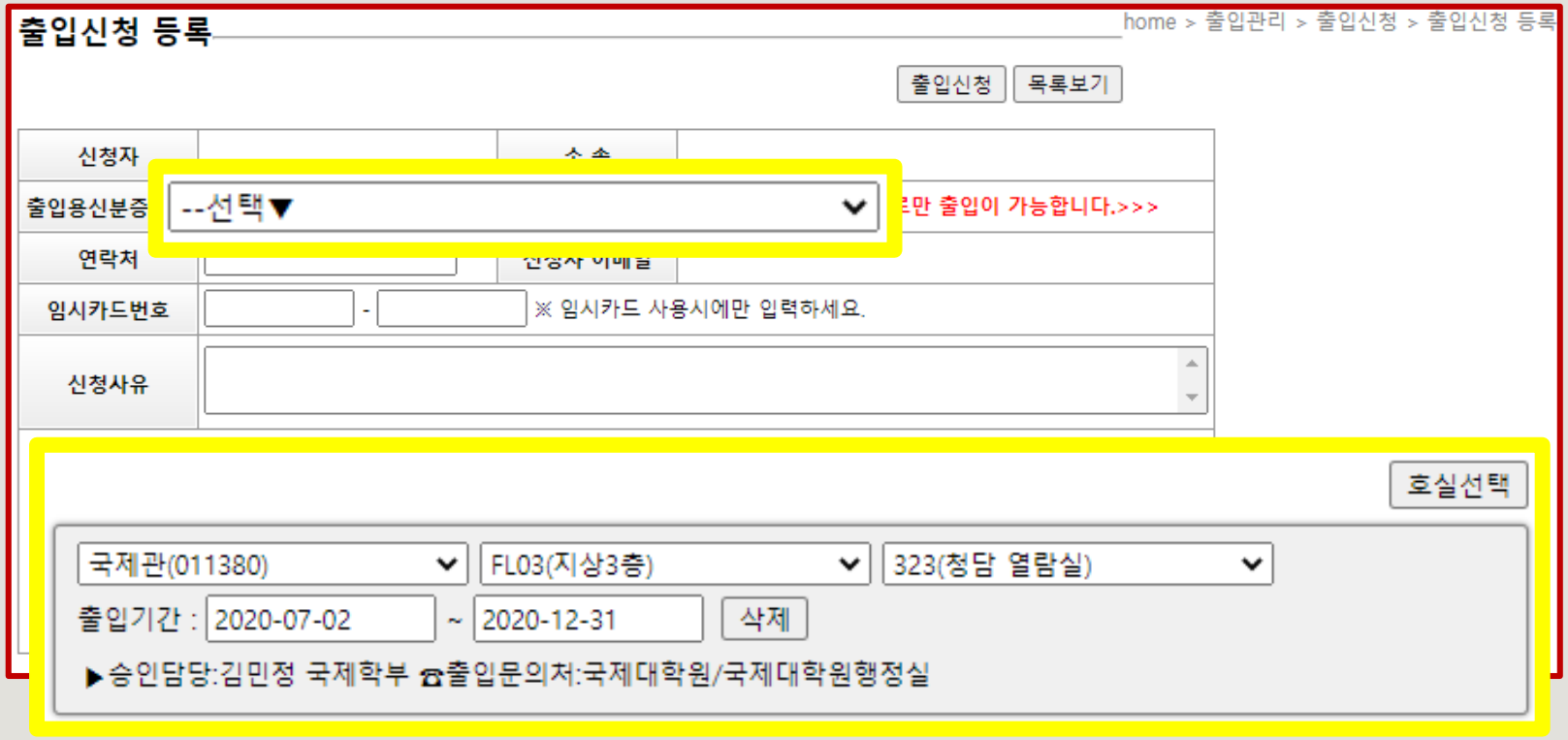
<공간관리 및 실 예약 시스템>

신청자: Name
출입용 신분증 선택: Academic Status
연락처: Phone Number
신청자 이메일: Email Address
신청 사유: Reason of the registration request

Click '호실선택'
건물 선택: 국제관(011380)
층 선택: FL03(지상3층)
실 선택: **323(청담 열람실)**
출입 기간: Applying Period (within a year)
Click '출입신청' to register



❖ If you are given a permission to enter another room in International Studies Hall(DIS/GSIS wing) in a certain reason, please select the room number and explain the reason in detail.
(If you share the **permission e-mail(or captured image of text) to GSIS email(gsis@korea.ac.kr) in advance**, it would be much helpful.)

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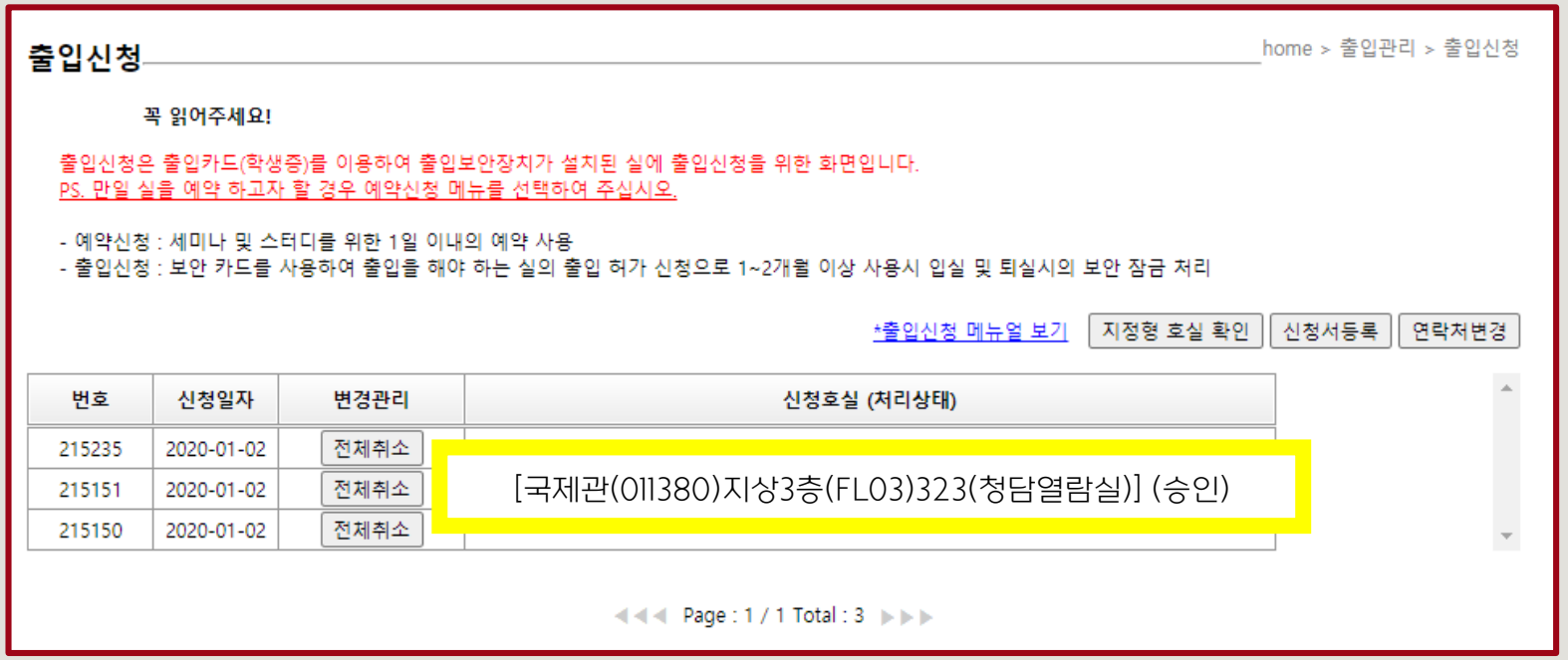
- If you have successfully completed the registration process, it will be verified **within 3 business days**.
- After you verify the word '(승인)' at the system and receiving the 승인 email, you will be able to access to not only the certain room you register, but also the entrance of International Studies Hall, using your student ID card.



* If you don't see the the word '승인' on the first page of '출입신청', please try to register it AGAIN.
* If the card won't work even though you saw the word '승인' on the first page of '출입신청', please contact '종합상황실' (TEL: 02-3290-1919) for asking for help.