How to Access the Slide Locks on Room 123 (Radio Studio) and 407 (Editing Lab)

Both slide locks require you to swipe your ID card (stripe to the right), wait for the lock light to flash red and green and enter your 5-digit pin number.

To obtain your pin:

1. Go to https://webapps.uta.edu/oit/selfservice/
2. Click on “View Information About Your Accounts.”
3. Login with your NetID and password.
4. Your 5-digit pin is listed in green in the “NetID Account Information” box (upper-left hand corner).

If you cannot access the lab, check the following:

- If the lock does flash red and green after your ID is swiped, then you have permission to access the lock. You are either incorrectly entering your pin or have not obtained it. You can obtain your pin by following the instructions listed above.

- If the lock does not flash red and green after your ID is swiped, then you do not have permission to access the lock OR you have a brand new ID card. See a staff member in room 118 for assistance.