Multiple services are available in room 203E at the Faculty of Education to provide support for teaching and administrative staff, as well as students.

In order to better serve Faculty members, the following service norms have been established, which allow requests to be processed in a more efficient and timely manner.

**Contact information for Mélanie Halderson at 203E**

To contact Mélanie, please use one of the following contacts:

- Email: educphys@uOttawa.ca
- Phone: 613.562.5800, ext. 2025
- Business hours: from 8 a.m. to 12 p.m. and from 1 p.m. to 4 p.m.

**Contact information for Alex Forest at 265**

To contact Alex, please use one of the following contacts:

- Email: educphys@uOttawa.ca
- Phone: 613.562.5800, ext. 4059
- Business hours: from 8:45 a.m. to 12 p.m. and from 1 p.m. to 5 p.m. (September to May) from 8:45 a.m. to 12 p.m. and from 1 p.m. to 4 p.m. (June to August)

**Classroom and mailbox keys**

In order to obtain keys for a classroom or to get a mailbox, you must complete the “Key(s) assignment” form.

The approved form must be sent to the physical and material resources team by email at educphys@uOttawa.ca, or deposited in the mailbox.

Once your request has been processed, you will be notified by email to come and pick up your keys. The person in charge of distributing keys will hand you your keys, explain a few security rules and ask you to sign a control form.

**Service norms:** from 24 to 48 hours.
Note: It is forbidden to give keys to students. Should a professor wish that a student get the keys for a classroom, he or she must make a request by email to educphys@uOttawa.ca, with the name of the student, the classroom number and the reason justifying this request.

Access cards for Lamoureux Hall (excluding classrooms)

Holiday season: You must complete the “Access request to Lamoureux Hall – Holiday season” form, and send it to the physical and material resources team by the end of the first week of December. This form will then be approved by the Dean of the Faculty of Education.

At any time of the year: You must complete the “Access card request” form, and send it to the physical and material resources team.

Access card for the Registrar’s classrooms

Please go to MRT 06 with your employee card or a copy of your employment contract, the course code and schedule, in order to obtain an access card.