

## Health Sciences Access Card User Information

The Health Sciences Center is open to the public Monday – Friday, 6:00am – 7:00pm. You will need an access card to gain entry during all other times. Access cards are not a substitute or replacement for a photo ID badge. You must display a valid photo ID badge to be in the building when it is closed.

Not all exterior doors are after-hours access points – only those doors outfitted with an access card reader. In addition, most stairwell doors function as exit-only doors, 24-hours a day. Maps indicating access card reader equipped doors are available from Classroom Services.

In order to enter a door using an access card, look for a small gray, rectangular card reader next to the door. This reader has three lights on the face of the unit. Place your access card within four inches of the reader to activate it. The reader will emit a beep. If your card has been programmed to allow access through that door at that time, a green light will appear on the reader's face. Once the green light turns on, the door will unlock for five seconds.

Because you do not need to swipe the card through an opening, the card does not necessarily need to be removed from your wallet or purse to activate the reader. However, depending on the size of your wallet or purse and its contents, the reader may not always get a clear signal from the card. Test your card, and wallet or purse in various positions.

Contact your department's Building Access Coordinator if you wish to request changes to your access privileges. If your Coordinator approves your request, he/she will contact Classroom Services to make the change. Classroom Services will only act upon requests from authorized Building Access Coordinators.

If your card does not work when it is supposed to, please inform your Building Access Coordinator of your access difficulties as soon as possible.

**Do not punch holes in the card.** This will render it inoperable.

**Do not write on or affix anything to the card.** These cards are meant to be re-used by other personnel in the future.

Access cards and readers **will not** damage the magnetic strip found on credit or debit cards. The reader communicates with the microchip embedded in the card via radio frequency.