

## Guidelines and procedures for the University Card – staff

### Introduction

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The University Card is a credit card sized card we will issue to all members of staff, students and certain categories of associates (see section on Associates). It will replace some of the other cards you currently carry around, including your door access card, your library card and sports centre card if you have one. Other functions will be added as other systems come on-line.

The Card will have your name on the front and will contain a chip which will store the same information as on your old cards including any buildings and rooms you are allowed to access, and your library number.

Some members of staff are required to have a photo on their card, for example members of the facilities team, who need to gain access to different parts of the University, or prove their identity off campus. Each department will decide whether to issue standard cards to staff or cards with a photo.

The following two examples illustrate a standard University Card and one with a photo.

#### 1. No photo



#### 2. With photo



**PLEASE NOTE: It is important you do not punch a hole in your University Card this will affect the way the card operates. Card holders and lanyards are available on request from the Information Centre.**

### The benefits of the University Card

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The University already uses a number of 'stand-alone' cards for different purposes and each card is managed locally by the function providers i.e. library look after library cards, security look after door access cards. These cards require a certain amount of intelligence to help the card holder gain access to the right rooms or to use staff facilities.

The need for this type of 'smart card' will grow as more of these types of systems come on line, for example centralised print management and car parking.

The administrative overhead of managing many separate cards is costly and inefficient. It's also inconvenient for staff to have to carry around more and more cards during their working day.

The aim is to provide a way of getting current and future functions to operate using a single card token, providing a 'one-stop-card' for staff and students to get around campus and access the things they need to do.

## Who is eligible for the University Card?

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Anyone working or studying at the University will have a University Card. There will be three different types of card issued each with different uses:

- **Staff:** door access, car parking, library, centralised printing (ID if required) etc.
- **Student:** photo ID card, examination ID card, door access, library etc.
- **Associate:** door access etc.

The default staff card will not contain a photo and is not intended as an ID card. However, some members of staff who request an ID card can apply for the photo version. Examples of staff who carry an ID card include members of the facilities team, who need to gain access to different parts of the University and staff who go off campus and need to prove their ID. Departments will be asked to decide if members of staff will require standard or photo cards. Other staff can opt to include their photo on the University Card if they wish.

Please note there are different categories of associate, see the section below on associates for further guidance.

## Staff who are also students

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Where a member of staff is also a student, the student card takes precedence and any functionality you require as a member of staff can be added to your student University Card. However, if a staff card is required for ID purposes, a card bearing the name and photo can be produced but without any valid card number or encoding.

## Getting your new University Card

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**Standard cards:** During the first roll out of the University Card, if you are an eligible member of staff at the University you will be automatically issued with your new University card. You will have the option to provide a photo if you wish but the cards will be automatically printed, with or without photos after a cut-off date for accepting photos, which will be communicated.

Following the full roll-out of the University Card, new members of staff will be required to take some proof of identification to the Information Centre where they can collect their card.

**ID versions of the card:** If your department has chosen to issue photo versions of the University Card, you will need to provide a photograph.

## Providing a photo for your University card

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Staff can visit the Information Centre in Market Square where the Centre staff will take your photo for you – no appointment necessary. Alternatively staff can upload a photo via the University website at <https://www.york.ac.uk/systems/mugshots/owner/> (remember to select the option to allow inclusion of the photo on your University Card).

It is important that the photograph you provide for the ID style of University Card is the right size and quality. It should be recent and representative. As a general rule you should treat getting your ID photo in the same way you would set about getting a photo for your passport.

Specific help and guidance is available from <https://www.york.ac.uk/systems/mugshots>

## Using your University Card

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**Door access:** If you currently use a Kaba door access card, those access rights will be transferred to your new University Card at a date which will be communicated and your old Kaba card will be cancelled.

If you carry an Onity card and wish to have the access rights transferred to your University Card, you can request this by taking both cards to a porters' lodge.

Please note: The use of door access cards is in-line with the University access policy.

**Car parking:** If you pre-pay to use a car park on campus which has a barrier in operation, the access rights you currently have on your Kaba card will be transferred to your new University card at a date which will be communicated and your old Kaba card will be cancelled.

Please note: The use of car parking is in-line with the University car parking policy (<http://www.york.ac.uk/admin/estates/transport/parking/regulations.html>)

**Library services:** For all staff your University card will automatically give you University Library membership from a date to be communicated. This will give you access to the library and the facilities available to staff. If you are already a member of the library, your new University Card will replace your existing membership card at a date which again will be communicated.

Please note: The use of the Library is in line with their policy <http://www.york.ac.uk/library/servicesandfacilities/membership>

**Printing:** New centralised printer/copiers are being installed around the University. These devices will require you to present your University Card to release your print job. See here for further details: <http://www.york.ac.uk/it-services/it/printing/trial/>

**University Sports Centre:** If you wish to use your University Card as your Sports Centre membership card, you may ask a member of the Sports Centre reception staff to replace your old card with your new one.

**Other functions:** As yet there are no other functions available to your new University card. As new facilities come on-line we will let you know when these are available, and how you can add these functions to your card.

## Associate University Cards

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There are different categories of associate within the University for example members of the temping pool, contractors etc. The category you belong to will determine whether you are eligible for a University Card, and if so, which functions will be available to you.

If you require an associate card your line manager will be required to request one on your behalf.

## Amending the rights and functions to your University Card

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If your circumstances change you may need to amend the functions on your University Card:

**Change the door access rights on my card:** ask your departmental administrator to request that the change be made by the access control team.

**Add car parking access to my card:** contact the parking permit team [parking-permits@york.ac.uk](mailto:parking-permits@york.ac.uk)

**Change my University Card to an ID style:** upload a photo at <https://www.york.ac.uk/systems/mugshots/owner> (remember to click the option to allow inclusion of the photo on your University card) or call at the Information Centre where your photo will be taken and put on the card.

**Make changes to my library rights:** for this you will need to contact the Library <http://www.york.ac.uk/library>

## Lost or stolen University Cards

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It is important that if your University Card is lost or stolen, you report it to Security immediately so that access rights can be cancelled as soon as possible. Please contact security on extension 4444 in the first instance.

They will disable any access control functions on the lost card and if necessary, arrange issue of a short-term 'transition' card which will give you access control rights until you are able to obtain a new University Card.

To have your University card re-issued you will need to go to the Information Centre. If you did not have a photo on your card you must also take some other proof of identification.

Please note this is in-line with the University Access policy.

## Returning your University card

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If you are retiring or leaving the University we ask you to return your University Card for safe disposal. Your line manager or supervisor should request this as part of the leaving process.

This will be done in line with the University access / HR policy.

## Further information

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For more information, guidance and QandAs please visit the University card webpages [www.york.ac.uk/universitycard](http://www.york.ac.uk/universitycard)