# West Bank Office Building Ucard Access Information

ATTENTION NEW EMPLOYEES/STUDENTS:

> **Return this form to Ginger Hughes ASAP after obtaining your UCard**

Access to the West Bank Office Building (WBOB) is via use of the University's Ucard Security System. Under this system, and in order to have access to the WBOB and Epidemiology space, it is necessary for all new employees to obtain a Ucard. In order to do this, you be completing a Staff Demographics form in this hiring packet that will be sent to the Staff Demographics Offices for entering into the University's employee database. This can take anywhere from 2 days to 1 week. **It is important that new employees contact the Ucard office (6-9900) to verify that they are in the system prior to going to obtain their Ucard.,**

Until you have obtained your Ucard, you will have access to this location only during regular office hours of Monday-Friday, 7:00 a.m. – 5:00 p.m.

**How to Obtain a Ucard**:

- The Ucard office is located at Coffman Union, Ground Level, G22.
- Office hours are: M-F (8:30 am - 4:00 pm)
- A photo ID is required for identification purposes for Ucard issuance and a photograph will be taken for use on the new Ucard.

If you have any questions regarding obtaining a Ucard, please contact **Ginger Hughes (6-9397)**.

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West Bank Office Building (WBOB) Ucard Access Information

Date: _____     ID#_____

Name: _____     I Class #_____

Title: _____

Room#: _____     Tele # _____

Mail Box: _____Faculty _____Staff _____ Student

Ucard Number: starts with 600953 __ __ __ __ __ __ __ __ __ __ __
(This is the number you will find above your name on the Ucard)

Supervisor _____

Employee Signature: _____

Supervisor Signature: _____

(Supervisor, by signing this, you are approving full access privileges for this employee.)