



Campus Identification Cards/Badges - Staff

Multi-year Smart Cards/Smart-Proximity Cards/Clinical Badges

All New Staff Staff requiring their initial Campus Identification, may do so on any weekday by visiting G1004 all year round, during the hours of operation (below). (During peak student support, ID services expand into G213, Dining Room from mid August to mid September.) All initial Smart Cards/Proximity Cards and Clinical Badges are provided with support from the Women's Campus Safety Grant. Reprint costs for lost, stolen, damaged cards/badges are the responsibility of the staff member.

Proof of Employment Campus Photo Identification cards are available to all staff. Part-time, sessional or contract staff members may also obtain a Campus Identification card with the written confirmation of their employment from their immediate supervisor. Proof of employment may include original (written) confirmation of your employment and Network Log on # from your immediate Supervisor. A completed "Security Access Request Form" will also confirm employment when requesting a Smart/Proximity card.

Proof of Identification

One piece of valid Government-produced Photo Identification* must be presented to have your initial photo taken. In addition, it is advisable to bring proof of employment with you so that Campus ID staff can confirm employment and your Network Log On #. Throughout the year, Campus ID Services will be available from Room G1004 (Replacement cost; "Smart Card" - \$10. , "Smart/Proximity Card" - \$25., or "Clinical Badge" - \$2., must be prepaid in Accounting, Room SW116 and bring the receipt to the ID office.)

***Photo Identification** Examples of acceptable Gov't produced photo identification include: current Driver's License, current Passport, or Citizenship Card. (Provincial Health Cards cannot be requested by our office.) An "Identification Form" is available from the ID offices (and ID web pages) for those who do not possess any government produced forms of photo identification.

Smart/Proximity ID Cards Any UOIT Staff who are to receive a Smart/Proximity Card for controlled access are required to present a completed "Security Access Request" form available from Facilities Management and Security. Bring the completed form to the ID office. (Replacement cost of \$25. must be pre-paid in Accounting, Room SW116)

Clinical Badges Clinical badges are also available for Faculty who support off-campus clinical teaching. (Replacement cost of \$2. must be pre-paid in Accounting, Room SW116.)

Multi-Year Cards All Campus Identification Cards serve as 'multi-year' ID Card. Staff are encouraged to have their card 'validated' annually in the ID office, for continued access to campus services such as Library resources etc.

Flex dollars All staff will have the opportunity to open an on-campus Flex dollar account with ARAMARK Foodservice. With a minimum \$50 deposit into your account, you can reduce the need to carry cash for any on-campus food purchases simply by swiping your campus ID card at the cash register. You can also increase the value of your account and take advantage of our bonus dollar program.

Flex dollar accounts can be purchased through our main Marketplace office or online at www.durham-uoit.campusdish.com.

Hours of Operation Updates are available on MyCampus, the Weekly Report and continually on our student ID websites at the beginning of the fall and winter semesters. Please note that the hours of operation change at the beginning of each semester, in September, January and May.

Oshawa Campus – G1004 May to mid August - Monday to Friday from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

Oshawa Campus – G1004 & G213 Dining Room (PEAK PERIOD) Mid August to mid September - ID services will also be provided from the Gordon Willey Building Dining Room, on weekdays from 9:00 a.m. to 6:00 p.m. The Campus ID Services office is located in G1004 for the remainder of the year. Hours of operation after mid September will be posted on the websites. Inquiries or questions may be directed to Judy Kellar, Campus Safety, G2020, ext. 2110, or the ID Clerk in G1004, Ext 2116. photoid@dc-uoit.ca

Campus Identification Web Addresses:

<http://www.uoit.ca/studentid/>