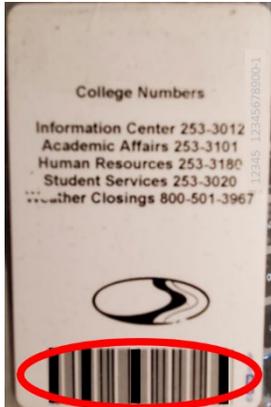


To all new and returning Employees: [Welcome](#), or [Welcome BACK!](#)
We are looking forward to an exciting time on campus this semester.

All employees need to now use the newly issued ID cards that have a barcode on the back, as shown below:



Older ID cards without this barcode have been deactivated and will no longer operate card access locations in the buildings, and are not able to scan into our PeopleTrack system at the building entrances.

If you have not requested a new ID card, please complete an online ID request form at <https://asnuntuck.edu/for-faculty-staff/campus-operations/campussecurity/idcards/>

If you need a new photo for your ID, you can either attach a photo that meets the requirements as outlined on the online form, or stop by the Campus Security Desk and they can take a new photo of you. If you don't provide a photo, your previous ID photo will appear on your new ID.

If you have previously submitted a request, your new ID may already be available for you to pick up at the Campus Security Desk in the Tower Lobby.

If you need any assistance, our Campus Security guards are pleased to help you.

CARD ACCESS: the new ID cards will only unlock exterior doors at the 4 main entrances:

- Main Entrance / Tower Lobby
- East Entrance from Employee Parking Lot
- Southwest Lobby by Manufacturing
- Main Entrance to Building 2

Your ID card will allow you to enter at these 4 entrances Monday thru Saturday, only when the building is open.

The Tower Lobby Entrance doors will be locked after 7:30pm Monday thru Thursday.

If someone leaves the building after 7:30pm and tries to re-enter there, they will need to swipe the Card Access reader outside.

ID SCANNING: PeopleTrack scanners are located at the Campus Security Desk in the Tower Lobby, as well as at self-scan kiosks at the other 3 building entrances.

These scanners record the time you enter and leave the building, so during an emergency, or for contact tracing, we have an accurate record of who is in the building.

To use the scanners, place the barcode on the back of your ID under the card reader.

When properly scanned, you will hear 2 beeps and your photo will pop up on the screen for 2 seconds. A single beep indicates it did not correctly scan your ID, so you will need to scan again. It may take multiple times for the scanner to read your card, so please do it slowly and repeat until your picture shows up.

If you have a problem, telephones will be provided at the self-scan locations so you can call Campus Security at ext 33013, or please stop by the Campus Security Desk and re-scan there.

Please scan at these locations as you EXIT the building, so the system acknowledges you have left the building.

No need to scan out or back in if you are just going to your car, but if you are leaving the campus temporarily for lunch or to run an errand, you must scan out and then scan back in when you return.

FORGOT YOUR ID CARD TODAY?

Anyone without an ID card needs to stop at the Campus Security Desk to get a peel -&-stick Day Badge to scan in and scan out, and then dispose of the badge at the end of the day.

No one can enter the building without an ID or a Day Badge.

Day Badges are only valid on the day issued.

VISITORS: All visitors are required to have Day Badges issued from the Campus Security Desk.

All visitors must enter at the Tower Lobby.

COPING & PRINTING:

Your new ID card will also give you access to all uniFLOW printers on campus.

IT has previously provided information, so if you need any further assistance, please reach out to AS-ServiceDesk@acc.commnet.edu

The first time you use any uniFLOW printer, you need to scan your ID on the printer's scanner in the lower right corner, and enter your Network ID and password.

Once you have entered that information, subsequent visits to that specific printer will recall your credentials, so you only need to scan your ID there in the future.

After the first 3 weeks of school the back desk will become self-serve so you will need to ensure you have gotten access by security and still sign in using the scanners.

If you have any questions regarding ID Scanning or Card Access, please stop at the Campus Security Desk for assistance, or email AS-SecurityGuards@acc.commnet.edu .

Your cooperation is greatly appreciated and will ensure your safety and security, and that of others.