

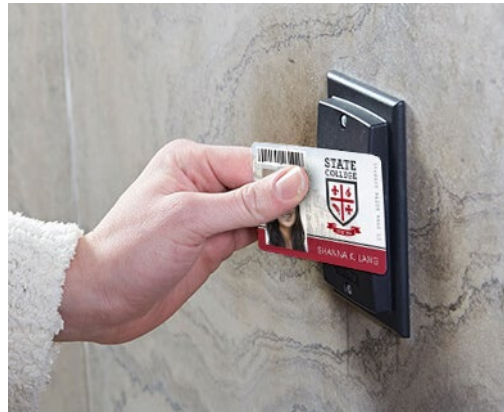
# UAM Student and Staff IDs

UAM is dedicated in providing the best experience possible for our UAM Students and Staff. We are working diligently to provide more security for our residence halls and staff buildings. We have provided some information below regarding how your ID card works and what your responsibilities are in safeguarding your ID. Please call (870) 460-1036 with any questions or concerns.

## How it works

UAM has provided ID card access to multiple buildings and residence halls on campus. These ID cards are proximity cards, so you just have to place the mag stripe that is located on the back of your ID card in proximity of the card reader (as shown below) for your access to that building to be granted. Since this is a proximity card, there is no need to place or tap the card on the card reader.

If you currently live in Bankston or work at the University Police Building, you will use your card at all times to enter at the designated reader locations because those buildings/areas of those buildings remain locked at all times for the safety of the residents/staff. Bankston has three reader locations at the main entrance and the southwest and the southeast doors. If you work in the Student Success Center (SSC), then your ID card would grant you access to the main doors of the building and your office suite location, after the designated operating hours. Only full-time employees will be granted access to the SSC main doors.



## Safeguarding your ID

**Because your UAM staff/student ID card can be used as a key, it is very important that you take responsibility in safeguarding your ID.**

- 1) Never loan out your ID access card to anyone.
- 2) Never use your ID Access Card to allow others in a building.
  - a. You can't guarantee that the person entering the building is authorized to enter the building.
  - b. If your ID Access Card is used to let someone in and something happens, then you could become liable because there is no way to track the other person who entered the building.
- 3) If you lose your ID card, it is very important that you report it immediately.
  - a. The person that finds your ID card will have access to the buildings that you have access to.
  - b. They also have access to your declining balance along with your bookstore, cafeteria, and library privileges.
- 4) Please do NOT prop open the doors.
  - a. This is unsafe for you and the other residents/staff members.
  - b. This does not allow the system to work as it should.
- 5) Do not leave your ID Access Card in a public place or where someone could take it.
- 6) When you move out of the dorms or no longer work in a building with access control, then your access will be removed from those buildings.