Procedure and Policy for Application for UCSB Access ID Cards
Revised November 2016

1. All employees needing an UCSB Access ID Card must complete application and go to the UCen to the Information Desk to obtain. Application: http://www.ucen.ucsb.edu/sites/www.ucen.ucsb.edu/files/AccessCardApplication.pdf

2. The cost for the UCSB Access ID Card is the responsibility of the employee or student. The department will not pay for access cards so do not complete the section "Department purchasing UCSB Access ID Card". Incoming students are granted access cards, so all undergraduate and graduate students should have an access card as part of their first quarter enrollment.

3. Once employees (non-student) that have obtained their UCSB Access ID card, please see the Shop Manager in room 1304 Psychology to have their card programmed for appropriate access. We will verify employment (or enrollment status) before granting access to building(s).

4. For undergraduate students requiring access to the Psychology building or the Psychology East Basement, we must have written approval from their faculty supervisor and an end date for their access (see Policy for Undergraduate Access to Faculty Research Labs and Psychology and Psychology East Buildings). Once approval has been received, the student must see the Shop Manager in room 1304 Psychology to have their access card programmed for appropriate access.

5. N&B/Biopsychology undergraduate students must apply for their building and Psychology Vivarium access through the ARC (Animal Resource Center) in BIO II. Those students must complete appropriate training and be assigned access by the ARC staff, so please see staff in the ARC for information..

6. If you have questions, please contact the MSO or Shop Manager