

Procedure and Policy for Application for UCSB Access ID Cards
Revised March 2021

1. All employees needing an UCSB Access ID Card please contact the AP Manager.
2. **Students:** Send an email to ucen-access@ucsb.edu requesting the card. Please include your perm #. If this is a new card, send your picture (jpeg) to the above address and we will charge your BARC account the \$30 new card fee. If this is the replacement of a lost card, the \$30 lost card fee will be charged to your BARC account. You may pick up your card the following business day anytime between 11am-4pm M-F at the UCen Post Office (access through the lower level facing the lagoon). You will need to show a photo ID when you pick up your card.

Staff/Faculty/Visitor: Send an email to the Psych dept. AP Manager requesting the card if you have not been given one yet. Include a picture (jpeg) of the person needing a card plus an account # to be charged. UCEN will only accept recharge accounts at the moment. Once submitted the card will be sent via mail. Cash or check will not be accepted at this time.
<https://ucsbaccesscard.com/>
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. If you have questions, please contact the MSO or Shop Manager