

# CARD ACCESS SYSTEM

**Residents need use their ID cards to access the building in which they live.**

Residence halls are controlled by Card Access 24 hours a day. Exit doors are locked at all times to prevent entry, however, exit doors are NEVER LOCKED FROM THE INSIDE. People can ALWAYS exit from any door, 24 hours a day, 7 days a week.

**How does ID Access work?** - The Card Access System uses your Ithaca College ID card, which has a proximity chip in it, to control access to the residence halls. The system will electronically unlock entrance doors when an ID card with privileges for that building is displayed to the card reader mounted beside the door. A card reader is pictured on the right.



Individuals with access privileges will gain immediate entry. An alarm will be activated at the monitoring station if someone attempts entry with an invalid card, when a door is forced or propped open, or if any of the components of the system are tampered with. A local alarm or "horn" will also active when a door is forced or propped open. In the event that a door is forced open or that any of the components of the system are tampered with, the local alarm or horn will continue to sound until the appropriate college staff responds.

**ID CARD CARE: DO NOT PUNCH HOLES OR OTHERWISE DAMAGE YOUR CARD! If you want to attach your keys to your ID Card, we suggest you use an ID Card holders available from the Ithaca College Bookstore.**

**REMEMBER THAT THE CARD ISSUED TO YOU IS FOR YOUR USE ONLY. NEVER ALLOW ANOTHER PERSON TO USE YOUR CARD AT ANY TIME.**



**Courtesy Phones:** Courtesy phones are located at the main entrances of the residence halls. Students or guests who do not have access to the residence hall they wish to enter should use the courtesy phones to contact the person they desire to visit or meet, and request that individual meet them and escort them into the building. Residents are responsible for the actions of their guests as outlined in the Ithaca College Student Handbook.



**Emergency Phones:** Emergency phones that ring immediately to Public Safety have been installed in numerous areas throughout the residence halls.

**What if my ID Card does not grant me access to my residence hall?** – If your ID Card is not working for the residence hall in which you live, you should contact the Office of Residential Life 607-274-3141, or stop by the office, located just off the East Tower first floor Lobby Monday – Friday between 8:30 AM and 5:00 PM.

**What if I lose my ID Card or it is stolen?** - In the event your card is lost or stolen during business hours, please contact the ID Office immediately at 607-274-3007, or go directly to the ID Office, so your card can be shut off and you can obtain a replacement card. After hours and on weekends, contact the Office of Public Safety at 607-274-3333 and email your information to [IDAccess@ithaca.edu](mailto:IDAccess@ithaca.edu). **There is a \$20.00 fee to replace any lost or damaged card, the first time, the fee increases incrementally after the first time.** New cards can be issued at any time from the ID Office located in Terrace 1, next to the entrance for the Terrace Dining Hall, between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

**Temporary ID Card:** A temporary access card can be issued to a cardholder who has lost or forgotten his or her ID card. Temporary ID Cards may be purchased for a non-refundable \$10.00. If the original ID card is found and brought to the ID office along with the temporary within seven days, there will be no further charge for the

replacement card. If the original is not found by the end of the seven days, you must report to the ID office and pay the replacement fee minus the \$10.00.

**Where is the ID Office located, and what are its hours?** - The ID Office located in Terrace 1, between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

**Business Doors:** At this time there are 8 doors that operate on business hours, because they provide access to College Offices or businesses on campus. Four doors are in the East Tower (ET): ET Entrance from the J parking lot; ET Entrance from the concourse; ET ground level entrance on the west side of the building, and ET ground level entrance on the north side of the building. Three doors are in the West Tower (WT): WT Entrance from the J parking lot; WT Entrance from the concourse; WT ground level entrance on the east side of the building; and Bogart mail room door.

**NOTE: Tampering with or vandalizing any Card Access equipment in the buildings is a very serious offense! If you notice damage, or you see someone vandalizing the equipment, report it immediately to the Office of Public Safety or to a Residential Life Staff member. The cost for repairs will be charged to the person responsible for the damage.**

**IF THERE ARE ANY QUESTIONS OR CONCERNS NOT ADDRESSED, PLEASE EMAIL US AT:**  
[IDAccess@ithaca.edu](mailto:IDAccess@ithaca.edu)