Appendix A
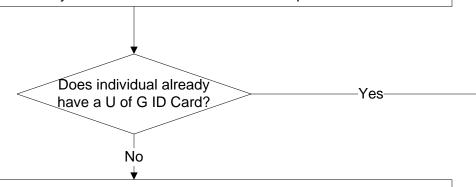
**Issue and Programming of the University of Guelph ID Card for
Faculty and Staff**

As per University of Guelph policy 1.2.6 – University of Guelph ID Card, all faculty and staff are required to have a University of Guelph ID Card for identification and for programmed access into areas controlled by electronic access on the main campus.

Does individual already have a U of G ID Card?

Yes

No

A University of Guelph ID Card Authorization form must be completed by the individual. Note: the individual must first have a University of Guelph email address, central login and password assigned by CCS. The form may be downloaded from the University of Guelph, Human Resources Website at https://www.uoguelph.ca/hr/system/files/ID Card Authorization.pdf

The individual completes and signs the form and then takes it to the Human Resources Office on the 5th floor of the U.C. A Human Resources Service Assistant will verify employment and the individual's employee number, and then sign and give the form back to the individual.

The individual then takes the signed form to the Office of Registrarial Services on the 3rd floor of the University Centre.

The Office of Registrarial Services will take a photo of the individual and produce their University of Guelph ID Card with a programmable swipe bar.

The individual's immediate supervisor (or the supervisor's designate) shall ensure the applicable departmental electronic access "designated authority" programs the individual's ID Card as required according to the individual's electronic access requirements.