Does your ID card look like this?

The older style ID cards do not work! If you have an old style card you can get an replacement card at ID Services.

If a solid **RED** light is present the door is locked!

If a solid **GREEN** light is present the door is unlocked no card needed

To unlock—present the card flat to the reader.

If approved—you will get a quick green flash and a short higher pitched tone. You will also hear the latch click to the unlocked position. You can now open the door if within the time out period.

If Not Approved—the light will stay red and a longer tone will be heard. No latch click will be heard.

If you receive NO Response from the reader—meaning no light change no sound. Your card is not functioning correctly. Contact Access Services (5-7656).

If you pass your card to the reader twice before the door has relocked you will get a red light with a long tone. This is because the first pass of the card requests the door to unlock. When you pass the second time you are actually requesting the door to stay unlocked for long periods of time. Remember the door is unlocked when you see the quick green flash and short tone is heard.

If you still cannot get into the building you can contact the University Police / Access Services at 245-7656 to request the door be opened remotely.