**EMPLOYEE ID CARDS AND BUILDING ACCESS**

EBC employees are required to wear their University ID card while in the building. Cards are required for entrance through all secured doors, exterior and interior.

Building access cards or nametags should be worn so they are visible. Lanyards or clips can be obtained at the Atrium desk.

Each employees is responsible to ensure they have building access. Atrium reception personnel are not able to provide assistance through the secured doors if you do not have your ID card with you.

Per the EBC Security policy, if you come to work without your card please be prepared to call a coworker or supervisor to give you access through the security doors.

New ID cards can be replaced at the Ucard Office in the Union Building if you have a lost or worn card.

Updated by Judy Yeates

9/25/18