



campus activities and for printing or making photocopies.

ii. Photo Identification

1. University employees and students may elect to carry a MyJacks Card as a form of campus photo identification. Valid cards will identify the individual as a current member of the University community.

iii. Payment Account

1. University employees and students may use a prepaid stored value fund on their MyJacks Card.

iv. Electronic Door Access

1. University doors on campus that are equipped with card access will require card use to keep the integrity of the door access security system.
2. The designated cardholder is responsible for any unauthorized door access resulting from use of the card.
3. Departments using MyJacks Cards for door access must designate authorized personnel to have authority to request door access for cardholders in their department.
4. Departments needing to order access security system equipment will need to complete the proper documentation and will be charged for the equipment.
5. Authorized personnel are responsible for contacting the Card Services office when departmental access places need to be modified or removed.
6. All visitor or temporary cards are the responsibility of the designated authorized requester. This involves requesting, keeping a log, reporting lost cards, and ad

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about a lost or stolen card, the University will not be responsible for any unauthorized charges made to an account associated with the card. The Card Services office may charge a replacement fee each time a replacement card is issued.

- g. University employees who end their employment with the University are responsible for contacting the Card Services office for proper closure of all services associated with the MyJacks Card. The card is considered void upon termination or interruption of enrollment and/or employment.
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