1.3.007 Campus ID Card Policy

Subject	Campus ID Card Policy
Effective Date	July, 2018
Revision Date	February 15, 2024
Approvals	Information Technology, Raider Shop, Student Accounts
Responsible Office	Information Technology
Creator(s)	Director of Data Applications and Systems

I. PURPOSE and SCOPE

This policy governs the provision of university identification credentials for students, faculty/staff, guests, contractors, and other authorized individuals who may be required to validate their relationship with MSOE or gain access to university services and facilities.

II. DEFINITIONS: The following table provides standard definitions of key elements of the Campus ID Card policy.

Element	Definition
Raider Card	Name of MSOE's ID credential provided by the IT Department
Raider Plan	Declining balance SV&C fund placed on all student, faculty, and staff accounts.
GET Funds	Portal used to add money to Raider Plan, report lost cards, upload new/replacement photos, etc.
Webcard	Portal used to review meal plan balances, Raider Plan balances, report lost cards, etc.
Authorized Individual	All current employees, all currently enrolled students, guests, contractors, Kern memberships, camps, and additional entities as determined by IT.

III. POLICY STATEMENT

It is the policy of MSOE ("the university") that the identification card ("Raider Card") serves as official identification while you are an enrolled student or employed by the University. All identification cards are property of the University. It is entrusted to each Student, Employee, or Authorized Individual of the University. Individuals who use campus services are required to obtain an identification card. Under no circumstances should identification cards be exchanged, transferred, or distributed without express authorization by Information Technology. Upon departure from the

university, identification cards must be returned to Information Technology for proper disposal.

IV. **PROCEDURE**

A. **Issuance of a Raider Card**

The Raider Card is issued by Information Technology at the Help Desk located on the third floor of the Campus Center. For MSOE students and employees, the initial ID card is issued at no cost to the cardholder. All students and employees must submit a photo via the WebCard Portal. The photo will be reviewed for acceptability and a confirmation email will be sent if approved. Once printed, new cards can be picked up at the Help Desk.

For other individuals who are not MSOE students or employees, a request for a campus ID card may be submitted to helpdesk@msoe.edu. The request must be made by a full-time MSOE employee. There is a charge for issuing ID cards to individuals who are not MSOE students or employees. All requests are subject to review by Information Technology and Public Safety and no guarantee is made regarding the terms of the request.

B. **Building Access**

It is the policy of the university that access to the university's facilities is controlled to enhance the security, safety, and care of the MSOE community. Access to the university's facilities is considered a privilege and is determined based on the specific needs and requirements of the university. The safety and security of the university's personnel, physical space, assets, and private information is a shared responsibility of all members of the university community.

All students are automatically granted access to buildings that have been identified as globally available locations, dates, and times. If a student requires extra access due to classes, campus employment, organization involvement, etc., a request must be made by a full-time faculty or staff member on that student's behalf. Requests should be sent to helpdesk@msoe.edu.

All employees are automatically granted access to common buildings that have been identified as globally available locations, dates, and times. Additional access is also automatically granted based on primary department of employment. If additional access is required, a request must be made by their supervisor or vice president to helpdesk@msoe.edu.

All other Authorized Individuals will be granted access to locations determined by their relationship with the university, at the university's discretion. Access is routinely reviewed by Information Technology and Public Safety.

C. **Raider Shop Charges**

Students have two options when using their Raider Card to purchase items in the Raider Shop. They can charge items to their student account, or to use funds

from their Raider Plan.

Student Account: Students may use their Raider Card to charge books and supplies to their student account. These charges will appear on their tuition bill. This method of payment is only available for books and supplies.

Raider Plan: Students can add money to their Raider Plan and then spend these funds by swiping their Raider Card. This method of payment can be used for anything in the Raider Shop.

Students must specify which method they are using to pay when swiping their Raider Card in the Raider Shop.

D. **Raider Plan**
The Raider Card also functions as a "debit card" for the Raider Plan. Money deposited into the Raider Plan can be used to pay for most goods and services on campus without having to carry cash. The Raider Plan can also to pay for certain goods or services off-campus at approved merchant locations. The Raider Plan is not intended to be used as a banking service, and no interest will be paid on account balances.

There is no minimum balance required and additional deposits can be made at any time online using GET Funds. Balances are non-transferable and will carry over for use in the next quarter.

E. **Account Refunds**
Eligible refunds are processed upon request and will be completed within 14 days of written request. All refunds are available upon request by completing the form located on MyMSOE under Students and Student Account Forms. You may request a refund of your Raider Plan balance up to 120 days of when you graduate, withdraw, or leave the University. Proof of withdrawal or dismissal may be required.

After a period of 120 days after graduation, last date of attendance or employment, balances will be forfeited to the University.

F. **Replacement, Damaged or Broken Cards**
Cardholders are responsible for care and protection of the card. If at any point part of the card's technology is damaged or becomes unreadable, the cardholder must obtain a replacement card.

To obtain a replacement card, a request must be made to helpdesk@msoe.edu. A fee may be charged for replacement cards.

G. **Misplaced or Misused Cards**
If the card is lost or stolen, you must call Public Safety at (414) 277-7169 to deactivate the card. You can also mark the card lost in the GET Funds portal or Webcard portal.

ID cards found by a non-owner must be returned to Information Technology or Public Safety as soon as possible. Lost cards will be returned to the card holder once proof of identity is provided.

Misuse of an ID card is a violation of this policy. Misuse includes, but is not limited to:
   a. Using, or attempting to use, your ID in an unauthorized way;
   b. Lending your ID card to someone else to use;
   c. Duplicating or cloning any portion of your ID card for your or other's use;
   d. Using, or attempting to use, someone else's ID card;
   e. Damaging, altering, or defacing an ID card;
   f. Forgery of an ID card;
   g. Distributing cards to people who are not Authorized Individuals;

H. **Contact Information**
If you have questions regarding your MSOE Raider Card or Raider Plan you may contact the IT Help Desk at helpdesk@msoe.edu or calling (414) 277-7288.

V. ENFORCEMENT AND INTERPRETATION

Any faculty or staff who violate this policy shall be subject to appropriate disciplinary actions.

Any student who violates this policy shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

Any other Authorized Individual who violates this Policy shall be subject to appropriate corrective action, including, but not limited to, termination of their relationship with the University.

Access to University resources may be terminated at any time, without notice, at the discretion of the university.

The University's Vice President of Campus Infrastructure, supported by the Senior Director of Information Technology and Director of Data Applications and Systems, will coordinate with appropriate university entities on the implementation and enforcement of this Policy.

Responsibility for interpretation of this policy rests with the Vice President of Campus Infrastructure.

VI. EXCEPTIONS/APPEALS
None

VII. LIFECYCLE
Reviewed biennially or as needed

VIII. APPENDICES
None

This section to be completed by the Records Manager		
Related Policies		
Date Due for Review	Schedule with Records Manager	
Public Location(s)	MSOE Policy Library [and, e.g., catalog or website location]	
Record Manager	Dr. Melodie Fox, Assistant VP of Curriculum & Knowledge Management	
Version History		
Date approved	**Amendment Summary**	**Date(s) cross locations updated and archived**
February 15, 2024	Added authorized individual definition, removed fee amount, rewording and clarity throughout.	
EEC: July 8, 2023	Includes what consequences for when the ID card is misused and updated changes in technology.	February 20, 2024
July 2018	Initial approval-not available	