ANIMAL FACILITY CARD READER SYSTEM
ENROLLMENT FORM

Please complete this form and fax to Julie Giordano @ 936-3235 or mail to rm. 018 ARF, ULAM Dept., Box 0614
If you have questions, please phone Julie Giordano @ 615-4491 or email at julesgi@umich.edu.

PRINCIPAL INVESTIGATOR _____ UCUCA APRROVAL NUMBER (Required)_____

DEPARTMENT _____ DATE _____

LAB CONTACT PERSON _____ TELEPHONE # _____ EMAIL ADDRESS _____

Name & *Appointment Status Codes (Please print) (See below)	Access Points (Please use underline clearance codes listed on back of page)	8 Digit M Card ID Number	* USER PIN (User to select/must be **6** digits) *Should **NOT** begin with #s 8 or 9
_____-_____	_____	__ __ __ __-__ __ __ __	_____
_____-_____	_____	__ __ __ __-__ __ __ __	_____
_____-_____	_____	__ __ __ __-__ __ __ __	_____
_____-_____	_____	__ __ __ __-__ __ __ __	_____
_____-_____	_____	__ __ __ __-__ __ __ __	_____
_____-_____	_____	__ __ __ __-__ __ __ __	_____
_____-_____	_____	__ __ __ __-__ __ __ __	_____
_____-_____	_____	__ __ __ __-__ __ __ __	_____
_____-_____	_____	__ __ __ __-__ __ __ __	_____

PRINCIPAL INVESTIGATOR'S SIGNATURE _____

*Appointment Status Codes: F=Full Time; P=Part-Time; S=Student; T=Temporary

EXAMPLE

MCARD

600847 8372 9989 65 | picture |
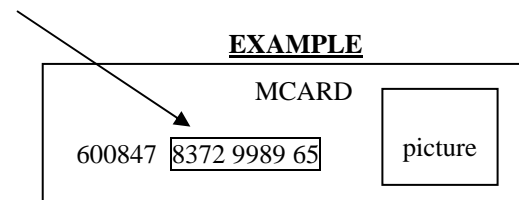
SECURED ANIMAL FACILITIES

Facility Descriptions		Clearance Codes
Animal Research Facility - Floors 0 – 3	=	AM ARF
Cancer/Geriatrics Center – Floor B2 Animal Facility **	=	AM CCB2**
Life Sciences Institute – Floor 0 Animal Facility	=	AM LSI**
Medical Science I - Rooms 2413 - 2449	=	AM MS12
Medical Science I - Rooms 3414 – 3449	=	AM MS13
Medical Science II - Rooms 7605-7610 (Physiology)	=	AM MS27
MSRB I and Annex - 2nd Floor Animal Facility**	=	AM RB12**
MSRB II – Suite B590	=	AM RB2B
Kresge Modular Building	=	AM KTRL
Kresge I - Rooms 7526 - 7546 and 7625 – 7643	=	AM K17
Kresge II - Rooms 3007 – 3018	=	AM K23
Kresge Hearing - Rooms 3050 – 3064	=	AM KH3
College of Pharmacy – Suites 2027 and 4025	=	AM PHM24
Dental School - Rooms 6201- 6214 **	=	AM DNT6**
Kellogg Eye Center - Floor 8	=	AM KEL8
Buhl – 3rd Floor Animal Facility**	=	AM BUHL**

** Attendance to the Micro-isolation Cage Techniques Course is required before gaining access to this area. Please visit www.ulam.umich.edu under Training for a current class schedule.

CARD READER INSTRUCTIONS

- When you approach the card reader, the card reader display will indicate "PRESENT CARD."

- Swipe your M-Card down through the card slot with the magnetic stripe facing
  to the right. Make sure that the back of the M-Card maintains contact with the back
  of the reader through the entire swipe to get a good read .

- If the reader display indicates "ACCESS DENIED", try swiping your card again.
  If after three to four swipes of your card, you continue to receive the "access denied" message, please phone ULAM at 4-0277
  (Monday – Friday 8:00 – 5:00 p.m.) or the Department of Public Safety (DPS) at 3-1131 (Monday – Friday 5:00 p.m. – 7:00 a.m.,
  weekends, and university holidays) and explain your problem.

  - ❖ In the event that there is a mechanical problem with a card reader, accommodations will be made to enable access until the
    technician from the University Key Office can service the reader.

  - ❖ If it is determined that a user is trying to access an area for which he/she is <u>not</u> approved, the user file will need to be
    updated before the card reader will accept their M Card. If an individual requires access to an area for which they
    have not been approved, DPS will contact Julie Giordano of ULAM for permission to grant access to the area.
    If Julie Giordano approves access, DPS will dispatch an officer to the card reader to use his/her card
    to unlock the door for the user.

- When the reader has a good card read and you have valid clearance to enter, the display will indicate "ENTER PIN."

- Enter your six digit PIN on the card reader Key Pad.

- If the reader display indicates "ACCESS DENIED" you have entered the wrong PIN
  and you will need to start the process over when the reader display indicates "PRESENT CARD."

- If you entered the correct PIN the reader display will indicate "ACCESS GRANTED."
  At that time the door lock will release and you may pull/push the door open.

- If the door has an automatic door opener you must press the PUSH BUTTON next to the reader to have the door open automatically.

- Please ensure that the door closes and locks behind you.

CARDREADERENROLL.doc