What is happening?

If your current building access card is white and has the 'gallagher' web address printed in upper right corner, you will soon no longer be able to access buildings and locations subject to access restrictions and will need to request a new card:

These new format cards combine both your Student ID and your access permissions and will come encoded with your local campus Library and General Building Access. You will then be able to have other necessary access enabled by your local School or Institute reception point.

What do I need to do?

Security will be able to assist you with urgent out of hours access - please ensure you have your ID card on you for verification.

From today, log into MyID to upload your own portrait style photo and request your new combined ID and Access card.
You then have several options for collecting your card:

1. Submit your request online and...
   - **Collect your card from an ID Kiosk machine** at the Morris Miller and Launceston Campus Libraries.
     - Your card will be available to collect once you receive the verification confirmation email.
     - Take your card to the **U Connect** service point to have your 24/7 Library access encoded.

   - **Collect your card from one of the following U Connect locations** 2 business days from when you submit your order (24/7 Library access will be added prior to collection):
     - Rozelle Campus
     - Cradle Coast Campus
     - Launceston Library
     - Art Library
     - Music Library
     - Clinical Library
     - Law Library

   - **Opt to have your card mailed out** to you if you are studying by distance. Your 24/7 Library access will be encoded.

2. Have your photo taken and **request your card in person** at one of the following **U Connect** locations:
   - Launceston Library
   - Launceston Student Services
   - Cradle Coast Campus Student Services
   - Morris Miller Library
   - Art Library
   - U Connect, Rozelle Campus

**Important note:**

You will need to request access for specific buildings and areas from your local School or Institute reception point for your new access card.

Kind Regards,

The **MyID** team

www.utas.edu.au