

Access Card Notice

Your Camosun ID Card is used access the computer labs

If the student ID card does not work to open the computer lab doors, please contact a School of Business lab tech or fill out a slip from the envelope beside the BUSTECH office door (CBA 217).

NOTE: you must be registered in a School of Business course in order to receive access to the computer labs located on the 2nd floor of the CBA building.

- You must include the **last 4 digits of the barcode** (this number is located on the **front** at the **top left** of your **Camosun ID** card).
- Provide your **full name**
- Write down your **Student ID** number
- If there is a **certain lab** you are having problems accessing please include that information on the back of the form.

We will check your registration status and update your card as required, usually before the end of the current work day.

If you do not have a Camosun ID card you can pick one up at the Library.

If you have **lost your card** you must **notify a lab support person immediately** so we can deactivate the card. If it is not reported, you may be held responsible for the actions of anyone who uses your lost card.

When you **purchase a new card** at the Library you will need to have this new card programmed into the database by a school of Business lab tech or by filling in one of the slips as mentioned above.