

# Access Card Notice

## Your Camosun ID Card is used to access the computer labs in the School of Business

If the student ID card does not work to open the computer lab doors, please contact a School of Business lab tech (CBA 217) or email us at [bustech@camosun.bc.ca](mailto:bustech@camosun.bc.ca) with your name and student number.

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

- Provide your **full name**
- your **Student ID** number
- If there is a **certain lab** you are having problems accessing please include that information in your email or when you come and see us.

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.**

When you purchase a new card at the Library it should work immediately, if it does not, you will need to have this new card programmed into the database by a school of Business lab tech.