Card Access Instructions

Reader Instructions (Tap, Swipe & PIN Readers)

1) Tap or Swipe your Campus Card with the magnetic stripe facing the keypad
2) Wait for the alternating Red and Green lights to flash
3) Enter your 4-digit PIN code and then the # key
4) **If the green light appears, the door will unlock**
5) **If the red light appears, the door remains locked**
6) Follow Step 1 for Swipe-Only Readers
7) Automatic Scheduled Doors: Override to lock with a single swipe, unlock with a double-swipe.

Contact

For any door access issues, please contact your Departmental Administrator.
For afterhours support, please contact Campus Safety Services at
613-520-2600 ext 3612.