

Having trouble getting in?

Just because you have a Warwick card doesn't always mean that you can gain access to the building or resource you require. Included here are some notes on common problems and where you can go for help. If your topic is not covered then please contact the University's Access Control You will need to visit the reception counter in University House where replacement cards are made and issued. Tell them that Start Here your card is lost and that you require a new one. If your card has been stolen (and you My card has been lost (or have a valid crime number from the Police stolen) report) the £15 replacement card fee will be waived. Otherwise you will be asked to University pay the fee either by cash or credit card. House Reception If your card is physically damaged (e.g. My card does not work split or warped as a result of being washed!) you will require a new card as above. If your card is faulty or has worn out you can apply for a free replacement at University House Reception. Replacements can normally be done whilst you wait. The University uses Access Control technology from a number of suppliers whom you may wish to consider. They have been selected on the basis on their ability to operate with the Warwick card and the availability of a I need to install an access Access control system. Where should data link that enables automatic allocation of access. Control I go for advice? Other suppliers may not offer this facility. In the first Office instance speak to the University's Access Control manager for advice on suitable systems and budget Warwick cards are available to a wide range of individuals and you may well find that if you have a Card Office requirement to access controlled buildings that a I don't have a card in University personal card is the most appropriate solution. In the House first instance speak to the Card Office situated in University House You will not have . Áre you a I can't get into a building that any default Is it your Is it a member of Ineed access to the carpark? Staff or a residence? building or Student? resource. Please contact Accomodation on Please contact car parking on Please ext. xxxx o approach the accommodation@warwick.ac.uk carparking@warwick.ac.uk department with your request Some buildings have access for all University Is this your Does your members. Others are card work home limited to department elsewhere? department? members only Please check with the Sports department that you The Library? appear on their access list. reason now Control Office clear?