**Temporary Access Card for Contractors**

Steps to follow:

1. Contractor to identify two employees (preferably Project Manager & Supervisor), due to work on the site, to be the recipient of the temporary access card.
2. Identified employees to obtain a temporary OneCard from the WSU OneCard office upon the payment of the fee (in either cash/check, Payment department does not accept cards).
   1. Exceptions: The following buildings can provide Access card for their building-
      1. Computer Services Center
      2. Pharmacy & Chatsworth.
3. Upon obtaining the card, the contractor has to meet the WSU Project Manager, so that he/she can
   1. E-mail the WSU PD (for exterior building access) and the Director - OneCard (for interior building access) requesting them to program the contractor’s OneCard to be activated for access.
   2. Mail to the WSU PD must have the following details:
      1. Issued to: Contracting Company’s name
      2. Card#: the number on the Contractor’s OneCard, ex: 13CONT001.
      3. Pin#: Contractor choice at WSU PD
      4. Building access: The name of the building for which the access is being requested.
      5. Hours of Operation:
      6. Period of access: From when to when dates.
   3. Co-ordinate with Jackie from WSU PD and the Contractor ensuring her availability when the Contractor goes to the PD.
4. The contractor has to go to the WSU PD office and/or OneCard office to have his temporary OneCard programmed. At each of these locations the process may take up to 24hours, so it is advised to start the process early.
5. The Contractor is advised to test the card the same day he receives it so that the WSU Project manager can sort out issues (if any).

SAMPLE (E-Mail):

We have a new ID contractor card that requires programming for building access.

This card does not have a PIN assigned by our Department, the PIN should be assigned by WSUPD or contractor specified. When a card is expired, lost, returned or removed from circulation etc., it will be deactivated and the PIN removed.

This card is for Chemistry Building access, issued to Detroit Spectrum (vendor).

Contractor Access Card

WSU One card Contractor ID card

Issued to: Detroit Spectrum

Card#: 13CONT048

Building Access: Chemistry Building

Hours of operation: 6am-6pm

Period of Access: 7/31/2013-8/4/2013