Effective beginning **Monday, December 2, 2019**, University of Minnesota Employees must have a **valid U Card** to access Health Science Buildings (listed below) **Monday – Sunday** between the **hours of 6 AM and 12 AM** (midnight)

See attached map for U Card access locations

- Diehl Hall
- DVCCRC/Masonic
- Hasselmo Hall
- HS Ed Center
- Jackson Hall
- Mayo Building
- MCRB Elevators
- Molecular & Cell Bio
- Moos Tower
- Phillips-Wangensteen
- VCRC - Main Entrance
- Weaver-Densford Hall

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**Note:** You must Wear/Display your U Card at All times while in the Health Science Buildings
U Card Access for Health Science Buildings

The information below is intended for Department of Medicine Faculty, Staff and Students

U Card Access Change – effective – beginning Monday, December 2, 2019

Adjunct and Affiliate Faculty are Eligible to Obtain a U Card

- U Cards are available at the U Card Office located at Coffman Memorial Union
- To receive your first U Card (free of charge) you must present an approved primary form of a government issued photo ID

Building Access Services Contact
Office: (612) 624-1750
Email: cardkey@umn.edu

Deliveries and Vendors
Routine deliveries, such as US Mail, FedEx, UPS and Medistat, will be admitted through public entrances. At this time, occasional vendors, such as florists or food delivery will have to call their customers to make meeting arrangements.

Department of Medicine Access
If you have requested and obtained U Card building access from Cindy West, then you currently have access to the entrances listed below. This will NOT change on December 2nd UNLESS you need access between the hours of midnight and 6:00 AM. If so, email Cindy West as this will require a higher level of restricted access.

Department of Medicine RESTRICTED Access Areas
Access is available Monday – Sunday ∙ 6 AM to 12 AM

1 Main Entrance to DOM (VCRC 1st floor lobby)
2 Main Entrance to Children's Rehab (East River Parkway)
3 All Church Street Entrances to Children's Rehab
4 Elevator/Stairwell (west side near Chair's office)
5 DWAN/KE Elevators (east side near VCRC 118)

To request access to the Department of Medicine's restricted areas, email westx177@umn.edu with a scanned copy or digital image of the FRONT and BACK of your U Card

ALL card numbers must be legible

Events and/or Group Access
If you have a group event and are unable to meet at one of the public entrances, you must alert the reception desk (contact information for reception is TBD) with the number of guests and time of arrival so they can have visitor badges ready. Health Science Building Services are exploring the possibility of having a visitor badge templates available to units so you may prepare them in advance of your event.

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U Card Access for Health Science Buildings
The information below is intended for Department of Medicine Faculty, Staff and Students
U Card Access Change – effective – beginning Monday, December 2, 2019

Expired U Cards
- All U Cards that were issued in 2007 or prior, MUST be replaced (free of charge). Newer U Cards have data chips that communicate with the card readers, older cards will not work.
- If you need restricted access for certain areas and/or for the hours between midnight and 6 AM, you must send a copy of the FRONT and BACK of your U Card to your Department Facilities Representative.

Fairview and UMP Access
Email questions to: ucard@umn.edu or userv@umn.edu

Frequently Asked Questions
FAQ Information provided by Health Science Security

Operating Access Card Readers
TOUCH and/or SWIPE U Card access readers are VERY finicky. Quickly tapping or swiping a card will most likely NOT work. Sometimes you have to try multiple times

- TOUCH Readers: Hold your card parallel about ½ inch away from the reader for 3-5 seconds
- SWIPE Readers: Elevators and/or doors: Hold your card right side up and swipe from the bottom of your card to top in a downward motion, once the reader turns green, choose your floor. If you have issues, swipe slowly making sure the chip in your card can be read

Public Hours and Building Entrances
Hours: Monday through Friday ∙ 7 AM to 7 PM
Patients, visitors and others without a U Card can use the public entrances to the health sciences buildings (listed below). Staff will be present at each location to check for proper authorized identification. The general public will not be permitted in these buildings without an appointment or an escort. Employees will also be required to show their U Card, UMP and/or Fairview badges.

Building Entrances
All public entrances listed below are wheelchair accessible.
- Second floor of Moos Tower at Washington Avenue
- Second floor of Mayo at Church Street
- Third floor of Moos Tower at the Delaware Circle

Replacing U Cards
- All U Cards that are 5 years old or older can be replaced for free
- If you lose/misplace your U Card and it is NOT 5 years old or older the replacement fee is $25
- If you had been granted restricted access for certain areas or for the hours between midnight and 6 AM and you replace your U Card, you must send a copy of the FRONT and BACK of your U Card to your Department Facilities Representative.
U Card Access for Health Science Buildings

The information below is intended for Department of Medicine Faculty, Staff and Students

U Card Access Change – effective – beginning Monday, December 2, 2019

Temporary Access Cards for University Departments
- Departments can assign temporary access cards to individuals who do not qualify for a U Card
- Only University Departments can order temporary access cards
- The Department will take responsibility and management of the cards
- Department Facilities Representatives (DFRs) must assign and un-assign access

Request Temporary Access Cards
- Email ucard@umn.edu
- Provide a Department’s EFS Number and the quantity of cards (cards are $25 each)
- Cards must be picked up at the U Card Office located at Coffman (U Cards cannot be sent by mail)
- The person that places the order must pick up the order (Unless other arrangements have been made with the U Card Office)
- Must present a valid Government Issued or University ID

Restricted Access between the hours of 12:00 AM (midnight) and 6:00 AM
For employees that need access during Restricted Hours (12 AM – 6 AM) the access must be determined by the employees department or college. Restricted access will only be granted with the approval of the Department Facility Representative (DFR) for that building/area.

Tunnel Access
In buildings closed to the public after 7 PM, tunnel access will remain open in the direction going from buildings to parking ramps until midnight to ensure those with University access can use the tunnels. After midnight, users would need a U Card with restricted access permission to enter the tunnels. If you have restricted hours permission on your card currently, the permission will not change.

U Card Not Working
- If your U Card works with some access points but not others, contact your Department Facilities Representative (DFR)
- If your U Card doesn’t work at any of the access points, it’s more than likely that there is a problem with your card and you will need to take it to the U Card Office

U Card Services U Card Website
Office Hours: Monday – Friday • 8:00 AM to 4:30 PM
- U Cards are available at the U Card Office located at Coffman Memorial Union
- To receive your first U Card (free of charge) you must present an approved primary form of a government issued photo ID
- All U Cards that were issued in 2007 or prior, MUST be replaced (free of charge) (newer cards have data chips that communicate with the card readers, older cards will not work)
- All U Cards that are 5 years old or older can be replaced for free

Back to TOC
U Card Access for Health Science Buildings
The information below is intended for Department of Medicine Faculty, Staff and Students

U Card Access Change – effective – beginning Monday, December 2, 2019

U Card Services ... continued
- If you lose/misplace your U Card and the information above is not applicable, the cost to replace your U Card is $25
- Building access is tied to the unique numbers on your U Card. If you had been granted restricted access for certain areas or for the hours between midnight and 6 AM and you replace your U Card, you must send a copy of the FRONT and BACK of your U Card to your Department Facilities Representative.
- The U Card Office CANNOT help you with building access, they can only determine if your card is functioning properly or not.
- The U Card Office anticipates a higher than average volume of visitors and encourages patrons to utilize the photo upload feature on their website.

For non-urgent comments, questions or feedback about access change for Health Science Buildings, please contact userv@umn.edu