

IMPORTANT ANNEX ACCESS INFORMATION –PLEASE READ

To ensure the safety of students registered with Student Disability Services using the Special Needs Annex (Room G104 Leddy), the security of the equipment contained within that room, and the accessibility of students with physical disabilities, we have installed a keyless entry (swipe) system. This system will track all users to the room on each visit, and will ensure that only students registered with SDS will have access.

Each student requiring access to the annex, must obtain a personalized “proxy card” (this is different from your UWin card). You only need to purchase the card once. In order to obtain this card, there are several steps that you must follow.

To obtain the card please follow these steps:

- Go to the Cashiers Office (CHN 2nd floor) and pay a one time \$25.00 Key Deposit fee for the card (fully refundable when you return the card upon graduation or when you no longer need access to the annex). If you already have a proxy card for another swipe system on campus, you do NOT need to obtain a second card. You still need to complete the Access Card Request form in our office, provide your current card number and we will add the information to that card. (NOTE: Make sure you obtain receipt of payment from Cashiers Office)
- Complete an Access Card Request Form in person at Student Disability Services (Dillon Hall, Room 117). We will forward the form to the Key Control office on your behalf; they will produce the card and within 5-7 days, you will be contacted by email that your card is ready for pickup.
- You will need to pick up your card at the Maintenance/Central Receiving Office, located on Union St, between Sunset Avenue and Patricia Avenue (see map). **You MUST show your receipt of payment before the card will be released to you.**
- If you have a mobility or visual impairment, it is possible that your card may be delivered to the Student Disability Services office. Please discuss this request with your Disability Advisor.
- **You are responsible for maintaining the security of your card.** If your card is lost, stolen, or misplaced, you must contact: Key Control (ext. 2855) AND Student Disability Services (ext 3463) immediately. A \$10.00 non refundable replacement fee will be charged for all lost cards.
- **You will lose your privileges to use the annex if your card is compromised in any way or if you let non-registered students into the annex.** Under no circumstances are you permitted to loan your card to another person. If access is gained to the annex by someone other than yourself using your card (this is tracked each time your card is swiped), you will be held responsible for any damage, loss or security breaches.

You are advised to visit our office to complete the details necessary to obtain your card as soon as possible.