

ECU Access Control Information



FOR MORE INFORMATION CONTACT

ECU Security Services (Administration)

Email accesscards@ecu.edu.au

www.ecu.edu.au/fas/security

Campus Security

Telephone (618) 6304 3333

Campus Security: 6304 3333
www.ecu.edu.au/fas/security/



As a student at ECU, you are able to purchase an access control card which gives you after hours access to mega labs and access labs associated with your course of study. Cards can be obtained from the campus cashiers office on each campus. A \$25 deposit is required which is refundable when the card is returned in good working order.

The access card will be activated automatically within 48hrs.

To use the card simply place it within 5cm of the black card readers located at building entrances and restricted areas.

Each student will be granted access based on their course and units of study. All students have after hour's access to mega labs.

Your Responsibilities

- By purchasing an ECU access control card you are accepting the applicable conditions of use. A copy of the conditions of use is available on the security web page at http://www.ecu.edu.au/fas/security/access_cards.htm#accessOtherBuildings
- You are required to carry your access control card and student identification card on you at all times, and be able to present both cards to Campus Security if requested. You are not eligible to use after hour facilities without an access control card.
- Do not lend your access control card to anybody else. The card is for your personal use only.
- Keep your access control card in a safe place. It is a valuable item and you are personally responsible for its security and use.
- Lost, damaged or stolen cards need to be reported to Security Administration at accesscards@ecu.edu.au immediately.
- Misuse of an access control card is a serious offence; please refer to the condition of use for a complete explanation of your responsibilities.

Frequently Asked Questions

- Q:** What access am I entitled to?
A: You will only have access to areas that your study entitles you to.
- Q:** Does my card work out of core hours?
A: Yes the mega labs are available 24hours. Other areas have restricted access, please consult your lecturer for specific times.
- Q:** What happens if I lose my card or my card is stolen?
A: Report this to security administration immediately at accesscards@ecu.edu.au, you are responsible for all activity on the card until the card has been reported lost or stolen.
- Q:** Do I have to carry additional ID?
A: Yes, you can expect to have you access card and ID checked each time you are using after hour facilities. This helps to keep the university safe.
- Q:** Where can I purchase a card?
A: At the campus cashiers office.
- Q:** Will my card affect other cards in my wallet?
A: New id cards and access control cards must be separated to be operational.
- Q:** What if I am a student as well as a staff member?
A: Please contact Security Administration at accesscards@ecu.edu.au; you will need to be a current staff member to be eligible for staff access.
- Q:** If I lose my card am I in trouble?
A: No we are only interested in disabling the card as soon as possible.

Trouble Shooting

- If you find that you do not have the access you require, please consult your lecturer and find out whether you are eligible for access to the area.
- If your card suddenly stops working, contact Security Administration at accesscards@ecu.edu.au.
- If your card does not register with two short sharp beeps when held up to the black card readers then contact Access Card Administration at accesscards@ecu.edu.au.
- When contacting us; please be certain that you are eligible to have access to the area /door you are requesting before calling Security Administration and have your card and student number ready.