



Western Connecticut State University
Department of Administrative Services
WESTCONNECT Card Office
181 White Street □ Danbury, CT 06810
Phone 203.837.9311 □ FAX 203-837-9317



CARD ACCESS POLICY AND INSTRUCTIONS

All university students, faculty, staff, affiliates and authorized outside contractors must obtain a university WESTCONNECT identification card.

The WESTCONNECT card uses multiple technologies that allow for security access and verification for use of university services and resources.

Security is a cooperative effort by all parties; system administrators, system monitors and end-users. All card access system areas are monitored by the University Police Department. All individuals must take responsibility for assisting with personal security and asset protection.

All policies and procedures must be read, understood, adhered to and enforced.

Please consult our website for updated policies.

Card Access Use

Cards are issued to specific individuals and **must not** be loaned out. The card access system provides audit capability by date, time, location and individual cardholder information.

Some areas require the use of a 4-digit PIN. The PIN is chosen by the cardholder and may be any 4-digit combination.

Do not:

- Provide anyone with your PIN
- Write your PIN on your card
- Keep your PIN written in any location near your card.

Except in cases of open building/normal business hours or conducting classroom or lab hours, all access control areas must be locked. When card access areas are found unlocked and unattended, an investigation will be conducted and may result in the removal of access privileges.

Authorized card holders should not provide access for unauthorized individuals to secured areas. Providing access to an unauthorized individual may result in removal of access privileges. Please

refer anyone requesting access to the WESTCONNect Card Office or, after-hours, the University Police Department.

Professors must lock a card access classroom upon leaving. This allows for an electronic “turning over” of responsibility for the room and its assets, and provides accurate audit trail capability.

Student access, adjunct access, and part-time staff access automatically expires at the end of every semester. Requests for access renewal must come from the appropriate department Chairperson or Director.

Lost Cards

Lost cards must be reported immediately to the WESTCONNect Card Office so that access may be removed or temporarily suspended until such time as a new card is issued or the original card is located.

After-hours please report lost cards to the University Police Department.

Resident students must also report lost cards to the Residence Life staff immediately so that cards may be deactivated. Residence Life staff have replacement cards for temporary use until a new card may be obtained from the WESTCONNect Card Office.

Residence Halls

Programming of access for Residence Life students and staff to residence halls and interior residence hall spaces, including residence rooms, is the responsibility of the Residence Life Department.

Under no circumstances shall authorized card holders allow others to enter the residence halls.

Do not hold doors open for someone entering the building behind you, do not allow visitors into the building, do not allow delivery or service people into the building. Refer anyone seeking access to the University Police Department.

Exterior doors to residence halls must not be propped open for any reason. This allows for unauthorized entry.

Any contractors or staff working in the residence halls must make themselves known to the Residence Life staff by checking in at the front desk of the building. Any contractor or staff working in the residence halls must display identification when in the residence halls.

All student access expires during breaks and for move-out dates as appropriate. It is the responsibility of Residence Life staff to remove students’ access, and in addition remove all clearances at the end of every semester.

The Residence Life department has the capability to lock and unlock the residence hall doors as deemed appropriate by operational needs, as well as the ability to monitor door activity. Response to alarms from residence hall areas is the responsibility of the University Police.