Proximity Card Set Up Instructions

Each person needs to associate a card with their log in one time and then will be able to use the card to get into the system more quickly. Here are the steps:

(1) Hold the card up to the card reader (on the right side of the machine) until you see the screen start to change.
(2) A screen will appear to associate this card with your log in information
(3) Click on the white space next to username, then click the keyboard symbol at the bottom of the page to bring up the screen keyboard
(4) Enter your LC network login and Password (1st part of your email address and email password)
(5) Hit Ok
(6) Card should now be associated with your ID and you name should appear at the top center of the screen.
(7) Hit Access button to clear out of the machine and then hold the card near the reader to make sure it is working.
(8) Be sure to put your name on the card either with a label or a marker –
(9) If the card is lost, call me so I can deactivate it. If you find a card, hold it up to the machine and the last name of the user will be in the top center of the screen.

You can activate a card for student workers by using the codes that were sent out to departments in August 2015.

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