**TU/e Campus card**

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**YOU'RE IN CONTROL**
To ensure you have a pleasant stay on the TU/e campus, every employee and student needs a campus card. This personal card gives you access to various facilities and buildings: easy, convenient and user-friendly. Enjoy the TU/e campus!

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What can you use the TU/e campus card for:

- Sports
- Library
- Lockers
- Parking
- Printing
- Identification at examinations
- Access to buildings and spaces
- Coffee machines
  - For employees only

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**WHEN ARE YOU ELIGIBLE FOR A CAMPUS CARD?**

**EMPLOYEE**

1. New job, start of study

   Before starting your studies or work at TU/e, you will receive an email with instructions and a link to the Self Service Portal where you must upload a photo.

   You will receive the campus card prior to starting your studies or work.

2. How do you log into the Self Service Portal

   - Follow the link or click on mytue.tue.nl (you will automatically log in with your TU/e account)
   - The first time as an employee: you log in with your private email address (your TU/e account is only active on the 1st working day)

3. Campus card security

   - Use your campus card only for yourself. Do not lend it to anyone;
   - If your campus card is lost or stolen, block your campus card through the Self Service Portal;
   - If you find a campus card, then look at the instructions on the back of the campus card;
   - If your campus card is blocked and you would like to reactivate it, please contact the Service Point, email: parking@tue.nl;
   - Your campus card will be automatically deactivated at the end of your studies or employment (study re-enrollment will be taken into account);
   - After 10 years, your campus card will need replacing. You will be invited by e-mail to do this.

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**STUDENT**

Importantly, you must have a valid contract or completed enrollment for a course of study

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**HOW DO YOU ORDER YOUR FIRST CAMPUS CARD?**

New job, start of study

1. Go to the Self Service Portal and order a new campus card, giving a reason for loss, theft or defect.

2. ACTIVATE

   Upon receipt of the card, you must first activate the card via the Self Service Portal.

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**HOW TO ORDER A REPLACEMENT CAMPUS CARD**

Lost, defective, theft

1. Go to the Self Service Portal and order a new campus card, giving a reason for loss, theft or defect.

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**RECEIVING CAMPUS CARD**
After uploading your passport photo you will receive the campus card within 3 working days at home (NL address) or you can pick it up at the main reception in Atlas building (foreign address).

For employees with only a JADS appointment and for students following a study at JADS, the campus card is delivered to the JADS campus in Den Bosch.

**ACTIVATING CAMPUS CARD**
Upon receipt of the card, you must first activate the card via the Self Service Portal.

**CAMPUS CARD IS FUNCTIONING**
You have completed all the steps and you can now start using your campus card. Your campus card is valid for 10 years.

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**QUESTIONS?**
Do you have questions or do you need help with your campus card?

**Service Point (Team Parking & Access Control)**
Campus card office Atlas building, room 0800.
Opening hours (Mon-Fri) are: 09:00 - 13:00.
E-mail: parking@tue.nl - Tel: 040-247 30 54

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Also check out:
www.tue.nl/campuscard