

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!

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



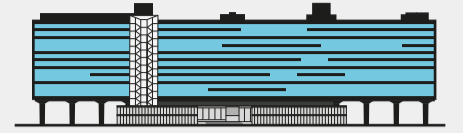
Sports



Library



Lockers



Access to buildings and spaces



Parking



Printing



Identification at examinations



Coffee machines
For employees only

WHEN ARE YOU ELIGIBLE FOR A CAMPUS CARD?



EMPLOYEE



STUDENT

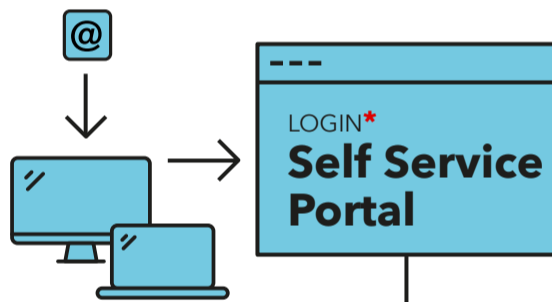
Importantly, you must have a valid contract or completed enrollment for a course of study

HOW DO YOU ORDER YOUR FIRST CAMPUS CARD?

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.

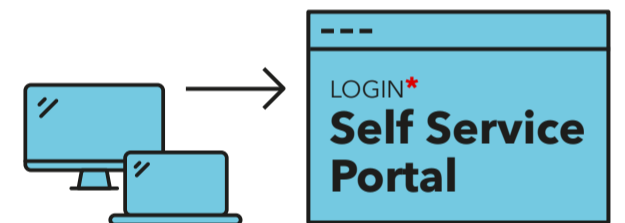
You will receive the campus card prior to starting your studies or work.



HOW TO ORDER A REPLACEMENT CAMPUS CARD

Lost, defective, theft

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



* 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)

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.

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.

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

Also check out:
www.tue.nl/campuscard

