Building Access for someone who does not have a University ID card

Generally on campus Interns, Contractors and Visitors do not qualify for a University ID card. If you happen to have an individual who does not qualify or might have arrived early to their appointment you can order a Building Access Card. Each card is $25, payable by PTA, Visa, Mastercard or Discover.

Just submit a request at: https://stanford.service-now.com/it_services?id=sc_cat_item&sys_id=3fb4d7dc13caba00d3b6b3b12244b0a2

Be sure to include the total amount you would like and the PTA you would like them billed to. You will get a resolution email when they are ready for pick up. After you can enter the ID number (circled below) into Lenel to program access as needed.

When programming the temporary cardholders name should be placed on the record by going to the User Defined tab
Click Modify and add the cardholders Last Name in the Temp last name field and the cardholders Temp first name. Then click OK. This should be done whenever the card is given to a new cardholder.
These cards should be returned before the individual leaves campus. If the card is not returned it should be reported as lost.