Greetings,

Please share the information below with faculty in your department:

- Full-Time faculty and faculty/staff who are listed as an instructor of record on the Summer 2019 Schedule of Classes will have access to all swipe card classrooms (this access is not building level access and does not extend to labs; it extends only to classrooms scheduled by the Registrar’s Office when buildings are open and available).

- All classroom doors with swipe card access will open 30 minutes before the beginning of class and lock 30 minutes after, unless there is a class immediately following (labs excluded).

- While classrooms with swipe card access open automatically prior to the start of classes, it is important to have your ID Card available at all times. If for some reason the electronic command to open a door isn’t executed, the default is to swipe a card to open the door. Swiping your ID Card to gain access into a room does not unlock the door, it provides you access into the room and continues to leave the door secured (locked). The door will automatically re-lock 8 seconds after the card is swiped. Customer Service is available at 518-442-3480 if you still have difficulties after swiping your card.

- Faculty access to classrooms is updated once a day. All faculty with active appointments and those listed on the schedule of classes prior to the beginning of the semester will have access to classrooms scheduled by the Registrar’s Office 3 days in advance of the start of the semester. Faculty added after this time will have card access the day after their appointment is activated or the day after they are added to the schedule of classes.

- If a class is added or moved to another location, then the schedule for unlocking/locking the classroom door will update the following day.

- Faculty teaching in labs should check with their departmental office to make sure card access has been requested for them.
In the Massry Center for Business, Building 25, and select classrooms in the Lecture Center Milne Hall and Humanities Building, the technology is stored and locked in a cabinet in each room. Faculty teaching in these rooms must use their ID Card to gain access to the technology cabinets. It is important to return the equipment to the cabinet and to ensure that the cabinet door is secured (locked) after each use. Please lift the projection screen(s) and turn off the projector(s) and lights using the touch panel (Crestron unit) after class. Please make sure that the items are placed on their respective recharging racks so they are available to others the next day. Do not lend your ID Card to others to access the technology cabinets. For more information, please refer to the training video at the following link: https://www.youtube.com/watch?v=SGo0ZV6moXA

For more information on how to obtain a ID Card: http://www.albany.edu/uas/
- See option on the left: ID Card Services.

To deactivate a lost or stolen card, login to http://www.ualbanyid.com

Please be advised that we do schedule other events in academic spaces. If at first glance a classroom appears vacant, please realize it may not remain that way permanently. If you wish to relocate your class or hold a meeting in a room other than the one you have been assigned, please have your department submit a room change request form or room reservation form to the Registrar’s Office using Virtual EMS (https://uaems.albany.edu/virtualems/).

We hope this provides you all with an additional element of flexibility. We are available for questions at 518-442-5540 or scheduling@albany.edu.