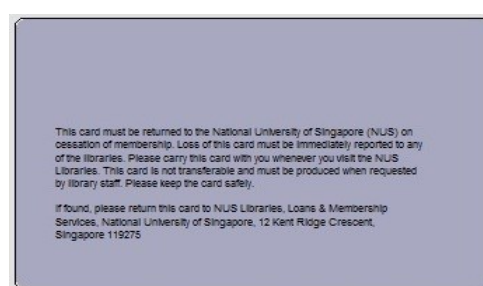


STAFF CARD

1. Every staff member will be issued with a NUS Staff Card when he/she assumes duty. The NUS Staff Card is used for identification purposes and to gain access to certain designated areas (e.g. Laboratories, Computer Clusters).
2. With a NUS Staff Card, a staff member is also eligible to use the Library facilities.
3. Here is a list of cards that are applicable to staff members:
 - a) **Staff Card:** Staff Card is managed by Office of Human Resources (OHR). This card is given to NUS staff members (Academic, Executive & Professional and Non-Academic staff members).

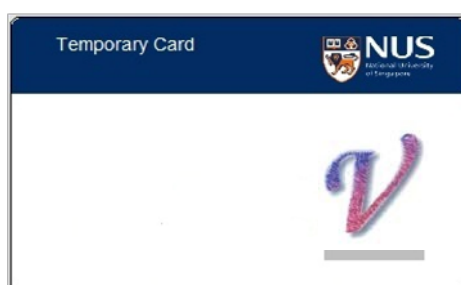


Card Front View

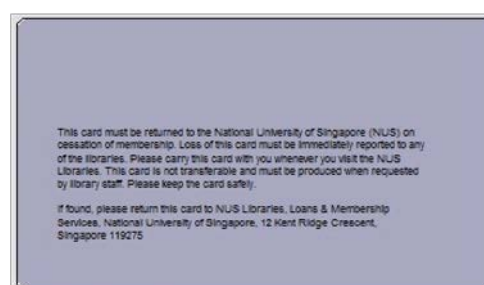


Card Back View

- b) **Temp Card:** Temp Cards are managed by Office of Campus Security. A temporary card is normally used to facilitate access into entrances that are controlled by door access for short term visitors/temporary staff member whose duration in NUS campus is for a period of no more than 3 months. The holder's name and photo will not be shown on the card.

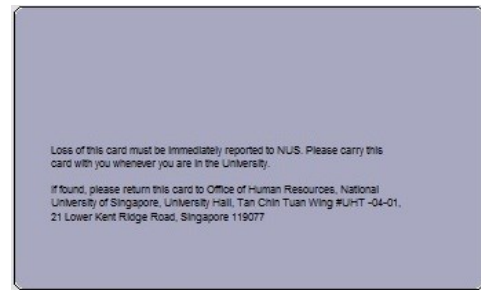


Card Front View



Card Back View

- c) **Term Card:** Term Cards are managed by Office of Campus Security. A term card is a personalised card with the holder's name and photo on the card. It is normally issued to visitors/contract staff whose duration in NUS campus is for a period of more than 3 months. For visitors/contract staff members who require access to library facilities, it is necessary for them to be issued with a term card. Once a term card is printed, the requesting department/faculty has to apply, on behalf of the visitors/ contract staff members, to the Library for access to library facilities.

**Card Front View****Card Back View**

4. When a staff member loses his/her card, they should logon to this URL link: <https://myaces.nus.edu.sg/lostcard> to report the loss of their card as well as apply for a replacement card.
5. To report and replace a damaged staff card, staff member has to bring along his damaged card to the Smartcard Servicing Counter.
6. The Smartcard Servicing Counter is located at IT Care, Level 1 of Computer Centre Building. Please refer to the operating hours [here](#).
7. Staff members have to return their staff card to the University by the last day of service.