

ACCESS CARD INFORMATION FOR NON-CSBN MEMBERS

Requesting an Access Card

Requestors need to complete an access card request form. The access card request form for non-CSBN members can be found here: [Current student resources \(concordia.ca\)](#). Instructions are in a separate tab of the form. Several columns of the form have drop down lists. The completed form needs to be sent to psychology@concordia.ca.

Below are some notes:

- Requestors need to fill in the information for all the columns except for columns K, L, M, and N.
- Access Information:
 - Access areas (clearance name only):
 - For the PY building: PY-199-50 & PY-099
 - For the SP building: SP building
 - Expiry date (yyyy-mm-dd):
 - For full-time faculty and departmental staff: N/A
 - For limited-term appointment faculty (LTAs), part-time faculty and lab staff: The end date of your contract
 - For students: The expiry date must not exceed two academic years

Notes for Supervisors, Students and Lab Staff:

Requestors who are students and lab staff can only submit an access card request if they are in the current lab access list and have completed all the required Health and Safety training. Students and lab staff need to obtain their supervisor's approval before submitting an access card request.

Students and lab staff need to copy their supervisor onto the email to psychology@concordia.ca when sending in their completed access card request form.

Supervisors need to confirm their approval of their students and lab staff's access card requests by **replying all** to their students and lab staff's emails and write "I approve" or "I do not approve" along with any notes you want to add.

After receiving supervisors' approval confirmation email, the Department will forward student access card requests to the Security Office for processing.

Picking-Up an Access Card

Once access card requests are processed, the Security Office will notify the access card requestors.

Access card requestors need to go to the Security Desk at SP-144 to have their photo taken and access card printed. When picking up your access card, please bring one of the following pieces of photo identification with you:

- Concordia ID card
- A valid driver's licence
- A valid health card
- Passport

Hours of operation: Monday to Friday, from 7:30 a.m. to 2:30 p.m.

Extending an Expiry Date for an Access Card

If your access card is expired and you are still working or studying at Concordia, you do not need to submit another access card request. Please contact psychology@concordia.ca and request for an extension of the expiry date for your card.

Reporting a Lost/Stolen Access Card

If an access card is lost or stolen, the access card holder needs to immediately report the loss to Security by calling 514-848-3717 (option 2) or by emailing security@concordia.ca.

Returning an Access Card

Faculty and staff who finished their contracts at Concordia and students who finished their programs at Concordia need to return their access cards to the Loyola Security Office SP-170. Time for returning key(s): Monday to Friday, from 9:00am – 12:00 pm & from 1:00 pm to 3:00 pm.