IT Services
Newman ID Card Policy

IT Services will provide all new staff and students with a Newman ID card; this card must be carried at all times whilst you are on campus. Your ID card has the following purposes:

- Identification whilst on campus
- Key card to get through security doors
- Library card
- Photocopier card
- Will be needed to hand in and collect coursework.

This card is for YOU only. DO NOT lend your card to anyone.

IT Services request that campus users do not let people through swipe doors.   If you suspect someone is using somebody else's card please report them to security on extension 2358 immediately.   If your card has been lost or stolen you need to report this to IT Services or Security, in order for your card to be de-activated.

Summary:

- If you have lost your Newman ID card, check with Campus Security, Porters, and Reception as it may have been handed in. Replacement cards can be obtained from the IT Helpdesk in the Hub.
- There is a charge of £5 for replacing lost student ID cards, payable at the time of issue. You can pay by cash or via the online Payment Portal only. Please note that this payment is non-refundable.
- If your card has been stolen and you can provide a crime reference number, there is no charge for the replacement. If your card is damaged there is no charge, provided you bring the old card with you. If the card is broken you will need to return all the pieces.

Please note that:
- ID cards remain the property of Newman University.
- When a student leaves Newman, the card must be returned to the IT Helpdesk.
- Your ID card is valid for the duration of your time at Newman.
- Your ID card is not recognised as ID outside of Newman, and should not be used as an NUS Card.

IT Services: Ext. 2293
Security: Ext. 2358
Email: support@newman.ac.uk

Revised July 2019