Employee ID Badge/Card

To Access (unlock) <u>Smart Classroom</u> & verification for <u>BCC Parking Validation</u>

As part of the directive by the Board of Trustee, <u>all</u> current staff and faculty must obtain a Peralta employee photo identification card. Thereafter, all **newly hired full-time and regularly employed part-time staff & faculty**, as part of their regular orientation to the Peralta College community, will be issued an ID card by Department of General Services. Peralta employees must maintain this ID card throughout the duration of their employment.

To obtain an ID, please complete the "Key Request Form" *https://www.berkeleycitycollege.edu/wp/busserv/files/2019/05/Key-Request-Form.pdf* to your ***administrator*** to submit a "**TICKET**" at

https://helpdesk.peralta.edu for an ID badge to be made from the Department of General Services/Peralta Police Services. After you received the ID card/Keycard, you must provide the new number (last 4 digits on the back of the card) to John Pang> jpang@peralta.edu to add your ***new number*** to the smart classroom access program.

This Employee ID badge/card will serve a triple purpose such as ***identification, access to building & Smart Classroom and verification for front desk security to validate parking at Berkeley City College***.

Further, other purpose of this card is to:

③ To provide a safe and secure working environment;

③ To protect staff & faculty from imposters at the Colleges' restricted areas;

③ To safeguard the District's assets;

③ To provide a single, cost efficient and controlled document that can be used for security, building access, and government rates for accommodation and car rentals.

SMART CLASSROOM ACCESS: Employee to test & use
ID badges

List of Smart Classrooms (Only 27 Rooms requiring electronic id badges to access, all other classroom, offices, etc. requires metal keys)

Basement Floor   Room 014, 015, 031, 032, 033, 034, 052, 053, 054, 055
1st Floor   Room 125, 126
2nd Floor   Room 212, 213, 214, 216, 218, 224,
3rd Floor   Room 311, 315, 316, 321, 323,
5th Floor   Room 513, 521, 522

Employees will need to hold their badges up to the black reader for 1 to 3 seconds. One of three things will happen.

1. You will receive a red light. This light tells you that your badge is working but you do not yet have access.   The card is good - to get access, you must send the number (last 4 digits on the back of the card) to me jpang@peralta.edu so I can add your number to the smart classroom access program.

2. You will get a green light and the door will unlock. The card is good no action needed.

3. No red or green light. This means the card is not working and you will need to get it replaced ASAP.

Green Light   Red Light
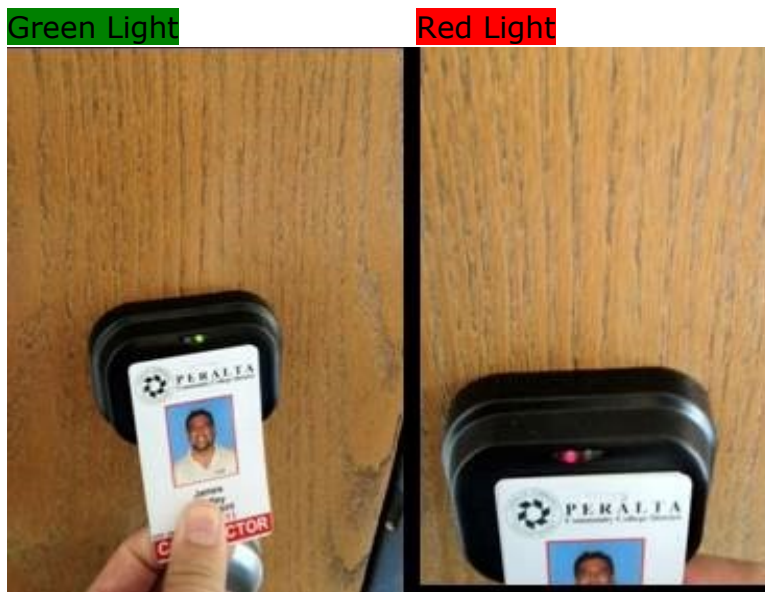
Above is a picture of the red/green lights which also shows how the cards should be held to the reader. Please be patient as it will take a couple of seconds for reader to work.

<u>Replacement Cards:</u>

To obtain a ***replacement ID***, you must also complete the "Key Request Form" ***https://www.berkeleycitycollege.edu/wp/busserv/files/2019/05/Key-Request-Form.pdf*** to your **administrator** to submit a "**TICKET**" @ https://helpdesk.peralta.edu for an ID badge to be made from Department of General Services/Peralta Police Services. Remember that your badge is your keycard. If you receive a replacement card, you must provide the new number (last 4 digits on the back of the card) to John Pang> jpang@peralta.edu to add your ***new number*** to the smart classroom access program.

Note: Front desk security @ 466-2975 will assist with classroom entry should you encounter problems unlocking the doors or if you have not yet obtained your ID keycard – we encourage you to obtain your ID keycard as soon as possible.