



Departmental Access Card Updates

To: All Department Budget Account Managers

The EagleCard Office is beginning the update and audit of all Departmental Access Card accounts due to the number of departments being restructured with naming, account numbers, and personnel. Due to these changes, all Departmental Access Cards must be re-issued. Please take this opportunity to assign the individual responsible for the Departmental Access Card within your department and update the University personnel who have rights to these Cards. Do you have new employees? Do you have too many cards? Do you have too few? Remember, not all employees need Departmental Access Cards. Also, has your department name changed? Account number changed? Do you currently have cards?

The Departmental Access Card Authorization Form is attached and can be found on the EagleCard website, www.moreheadstate.edu/eaglecard, under the Departmental Access Cards link on the left of the page. Please print and complete the form identifying individuals to be issued a newly formatted card. The authorization form must be submitted to the EagleCard Office, ADUC, Room 127, no later than November 22. Please pay attention to all sections of the form including: Department Name; Account Numbers (both old/new), and the signature at the bottom. You will be contacted either by phone or email when your Departmental Access Cards are ready.

New cards must be picked up in person and will be activated at that time. At that point, the current cards will become inactive and should be turned in to our office for shredding. All employees being issued a new Departmental Access Card must have a photo on our database and possess an EagleCard ID.

If you have questions, please contact the EagleCard Office at 606-783-2701. Our hours are 8-4:30, M-F, room 127 ADUC.

Sincerely,
EagleCard Office