

SECURITY ID SYSTEM

<https://securityIDbadge.umn.edu>

QUICK REFERENCE GUIDE

MENU SELECTIONS:

Only menu selections you have access to will be displayed when you log in to BMS. For example, Guest Badge Managers will not have all these menu selections.

Manage Employee Badge

Used to manage badges assigned to employees

Check In/Out Guest Badge

Used by departments to manage badges assigned to non-employees

Order Guest Badges

Used by departments to order guest and custom badges

Verify Badge Print Quality

Used by U Card to indicate that a badge has printed properly

Pickup Printed Badges

Used by U Card to track the status of batches for departments using batch processing

Destroy Badge

Used by U Card to indicate when a badge has been destroyed

Administer System Tables

Used by administrators to manage the BMS setup tables

Reports

Used to run standard reports to the screen or export to Excel

Logout

Used to logout of the BMS application

UNIVERSITY ROLE:**Contract**

All non-University employees who, through contractual arrangement and appropriate approvals, have access to University of Minnesota facilities

Visitor

Short-term guests, vendors (service personnel from off campus) and unexpected walk-in persons

Volunteer

Persons providing a service to the University of Minnesota, but are not on the payroll.

Observer

Any person requesting permission to observe medical protocols for educational purposes.

RETURN STATUS ACTIONS:**In Use**

For departments using batch processing, when batches have been picked up at the U Card Office, the badges are automatically set to the status *In Use* with location *Dept*. When the badge has been given to the employee, the department needs to change the location to *Recipient*.

When an employee whose badge status is *On Hold* or *Dept Hold* returns to active employment, the department needs to change the status back to *In Use* and the location to *Recipient*.

On Hold

When an employee goes on a leave of absence or begins a break in service and the badge remains in their possession, the department needs to change the badge status to *On Hold* and set the location to *Recipient*.

Dept Hold

When an employee goes on a leave of absence or begins a break in service and the badge is in the departments possession, the department needs to change the badge status to *Dept Hold* and set the location to *Dept*.

Non-Comply

When an employee is terminating employment with the University or is transferring to another department, the employee must return the badge to the department on their last day.

If the employee does not return the badge or report it lost, change the badge status to *Non Comply* and leave the location as *Recipient*. A badge marked Non Comply is automatically marked inactive and can never be used again.

Lost

When a badge is reported lost, the badge status needs to be changed to *Lost* and the location to *Unknown*. Then a replacement badge can be ordered through PeopleSoft.

When a badge that has been reported lost is found, the badge is sent to the U Card office to be destroyed. The badge status is automatically changed to *Recovered* and the location is *U Card*.

When an employee is terminating employment with the University or is transferring to another department, the employee must return the badge to the department on their last day. If the employee reports losing the badge, change the badge status to *Lost* and the location to *Unknown*.

Returned

When an employee is terminating employment with the University or is transferring to another department, the employee must return the badge to the department on their last day. If the employee returned the badge, change the badge status to *Returned* and the location to *Dept*. The badge will then be sent to the U Card Office to be destroyed.

When a *Returned* badge is sent to the U Card Office to be destroyed, the return status remains *Returned* and the location changes to *U Card*.

Damaged

When a badge has been damaged, the badge status needs to be changed to *Damaged* and the location to *Dept*. The badge will then be sent to the U Card Office to be destroyed.

When a *Damaged* badge is sent to the U Card Office to be destroyed, the return status remains *Damaged* and the location changes to *U Card*.

Recovered

When a badge is sent to the U Card Office to be destroyed the badge return status is automatically changed to *Recovered* and the location to *U Card* except for *Damaged* and *Returned* badges.

On Order

When a badge is about to expire, the badge status needs to be changed to *On Order* and the location to *Recipient*. A new badge can then be ordered in PeopleSoft.

IMPORTANT SECURITY ID WEB SITES:

Department of Central Security: **Security ID Badge Policy:** **Security Coordinator List:**

<http://www.umn.edu/dcs/securityid> <http://www.fpd.finop.umn.edu> <https://securityIDbadge.umn.edu>