

## Information sheet for the multifunctional smartcard FAUcard for staff

### 1. What is the FAUcard?

The FAUcard is a service card which is available free of charge to FAU staff to carry out certain functions (see below, No. 2). It is credit card-sized and contains an electronic chip integrated into the card body and a machine-rewritable strip on the front.

### 2. What can I do with the FAUcard?

The following five functions are provided by the FAUcard:

- Card for the University Library Erlangen-Nürnberg
- Electronic purse for payments at cash desks and vending machines at all Student Services Erlangen-Nürnberg locations and for private copying and printing at copiers and printers with card readers
- Electronic key for SIPORT access control systems to enter buildings, rooms and parking facilities
- Card for electronic time tracking for all University institutions using the time tracking system AIDA for their staff
- Identification for University staff who print information on their period of employment on the rewritable strip using the validation stations found throughout central University locations in Erlangen and Nuremberg. This printed strip may then be used to provide third parties with evidence of the card holder's current status with the University (e.g. in order to claim certain benefits available to FAU members).

### 3. Do I need to have an FAUcard?

Only if you want to carry out one or several of the actions listed in point 2 (ID function, payment function, library function). Since the introduction of the FAUcard, all previous identification, payment cards, access tokens, etc. have been phased out – they cannot and may not be used by FAU staff any more.

**Please note:** If you already have an FAUcard for students and are still enrolled (i.e. if you are a student and employee of FAU at the same time), you only have to apply for an FAUcard for staff if you want to be able to prove your status as an FAU employee – all the other functions are already included in your FAUcard for students (payment, access, library function) or can be activated (time tracking).

### 4. How do I get my FAUcard?

**You can get your FAUcard without a special written application. All you need to do is activate your user account in FAU's Identity Management System (IdM) and use the system to approve your card for printing.** To do so, proceed as follows:

- You can get your IdM user ID and activation password from the help desks of the Erlangen Regional Computer Centre (RRZ, see No. 8 for addresses); you must collect your activation letter **in person**. If you want to activate your IdM user account from the FAUcard Service Office, please make sure to bring the activation letter.
- Activate your IdM user account under <https://www.idm.uni-erlangen.de/go> by entering your IdM login and your activation password and following the instructions on the website.
- After activation you will be able to verify and change your personal details (see No. 5 below) and approve your card for printing when you are finished. Following this the card will be produced and sent to your home address.

If you do not have access to the Internet, you can go to the FAUcard Service Office or one of the RRZE help desks to activate your IdM user account (see No. 8 for addresses). You can apply for all the other electronic functions relating to the issue of a new card at the same time (see below, No. 5).

**Please note:** You can take the steps described here after your employment contract with FAU has been signed; if you take care of it on time, you can have your FAUcard ready for use by your first day of work.

#### 5. Which personal details are stored on the FAUcard?

The personal details stored on the FAUcard are your surname, your given name and your academic degrees and titles, printed in the same form in which they are stored in the University's VIVA HR management system. You can check these details in the IdM yourself, and change the information including your academic degrees and titles. If you do not have access to a computer, please go directly to the FAUcard Service Office in order to check and, where necessary, correct the information regarding your academic titles. If changes to your surname or given name are required, please contact the responsible human resources officer at the University Administration. These details can only be changed there and will automatically be stored in the IdM and taken into account in the production of the card.

In its standard form, the FAUcard does not contain a photograph. However, if you wish, you can have your photograph added to the card. In some cases, for example if you intend to use the card as a regular ID card, this can be useful as you will usually not require an official photo ID in addition. If you wish to have a card with a photograph, you can upload one to the IdM yourself if you have not approved the card for printing yet. Should you not have a digital photograph or not want to or be able to use the IdM, please use the enclosed 'Application for the addition of a photograph to the FAUcard'. Affix a photograph in the designated area and send the application to the FAUcard Service Office's address given on the form.

#### 6. Do I have to pay for the FAUcard?

The first issue of the FAUcard for staff is free of charge. Since the personal details of the card holder (surname, given name, academic degrees and titles, optional photograph) are printed on the card in a permanent fashion and changes to the details require a new card to be printed, the University will charge a fee (currently €15) for the issue of a replacement card if you wish to make any changes to these details that could have been made before the first card was issued. The same applies if you want to belatedly add or remove a photograph or change your academic degrees and titles. Please use the options for data verification and for adding a photograph to your FAUcard provided in the IdM or contact the FAUcard Service Office for this purpose.

#### 7. Summary – Which are the most important steps before the FAUcard can be issued?

*If you have access to the Internet:*

- 1<sup>st</sup> step: Obtain your login data (user name and activation password) for the IdM from one of the help desks of the Regional Computer Centre (see No. 8).
- 2<sup>nd</sup> step: Go to <https://www.idm.uni-erlangen.de/go> and activate your IdM user account.
- 3<sup>rd</sup> step: Once you have logged in to the IdM:
  1. Check your given name and surname entry. If any changes are required, contact your human resources officer at the University Administration. (You can check that your details have been updated one day after the changes have been made via the IdM portal)
  2. You can also verify and, where necessary, change your academic degrees and titles in the IdM yourself.
  3. Upload a digital photograph (if desired) to the IdM or send a printed photograph to the FAUcard Service Office together with the application form (see reverse).
  4. Approve your card for printing in the IdM.

**The card will only be printed and sent to your home address once all the steps listed above have been completed. If a new card has to be issued as a result of changes made after the card is printed, the card holder may be charged.**

*If you do not have access to the Internet:*

- 1<sup>st</sup> step: Obtain your login data (user name and activation password) for the IdM from one of the help desks of the Regional Computer Centre (see No. 8).
- 2<sup>nd</sup> step: Have your IdM user account activated at the FAUcard Service Office (be sure to bring your activation letter!)
- 3<sup>rd</sup> step: Once you have logged in to the IdM:
  1. Check your given name and surname entry in the IdM at the FAUcard Service Office. If any changes are required, contact your human resources officer at the University Administration. You can check that your details have been updated at the FAUcard Service Office one day after the changes have been made.

2. Check the entry in the IdM for your academic degrees and titles at the FAUcard Service Office and have it changed if necessary.
3. If desired, the FAUcard Service Office can add a photograph to your card (you can either send a digital photograph via e-mail or bring the photograph to the FAUcard Service Office on a CD or USB stick. You can also send a printed copy to the FAUcard Service Office along with this form (see reverse).
4. Approve your card for printing in the IdM.

**The card will only be printed and sent to your home address once all the steps listed above have been completed. If a new card has to be issued as a result of changes made after the card is printed, the card holder may be charged.**

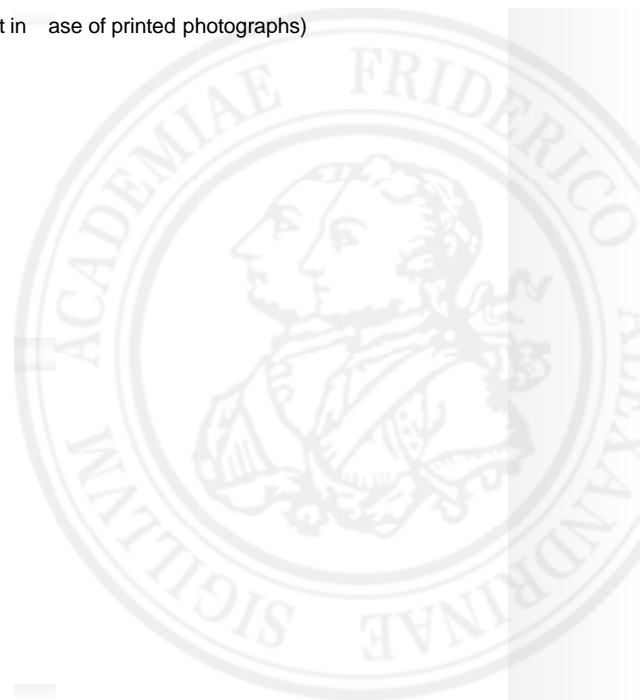
#### **8. Addresses – Who can help me?**

- The FAUcard Service Office is happy to answer any questions you might have regarding the functions of the FAUcard, the enclosed application form or anything else regarding the FAUcard (e.g. if your card is not working, if you have lost it, or would like to return or block it). The FAUcard Service Office also carries out all required steps for obtaining a card in the University's IdM for staff without access to a computer. The FAUcard Service Office is available at the following addresses and office hours:
  - Office hours in Erlangen, Halbmondstraße 6–8, Room 0.051, Mo –Wed and Fri 9:00 a.m.–12:00 a.m.
  - Office hours in Nuremberg, Lange Gasse 20, Room 2.119, Wed 9:00 a.m.–12:00 a.m.
  - via telephone during the Erlangen and Nuremberg office hours: +49 (0)9131 85 24050.
  - via e-mail: [bedienstetenkarte@fau.de](mailto:bedienstetenkarte@fau.de).
- For the activation of your IdM user account and questions regarding the University's IdM that are not related to the FAUcard's functions, please contact the RRZE help desks or the IT department at the Regensburger Straße campus:
  - in Erlangen, Martensstraße 1 (staff working at the southern campus, Südgelände)
  - in Erlangen, Bismarckstraße 1 (staff working in the city centre)
  - in Erlangen, Halbmondstraße 6–8 (only University Administration staff)
  - in Nuremberg, Lange Gasse 20 (staff working in Nuremberg)
  - in Nuremberg, Regensburger Straße 160 (staff working at the Regensburger Straße campus in Nuremberg)

#### **9. Further information:**

You will receive more detailed information on the use of the card when it is issued to you. You can also visit <http://www.card.fau.de> for more information.

Reverse: Application for the addition of a photograph to the FAUcard (only relevant in case of printed photographs)



**FAUcard Service Office**

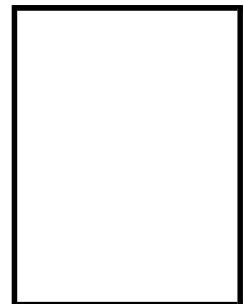
Halbmondstraße 6–8, 91054 Erlangen  
Phone: +49 (0)9131 85 24050  
E-mail: bedienstetenkarte@fau.de

**Application for the addition of a photograph to the FAUcard**

Please add the enclosed photograph to my FAUcard

**What should be done with the provided photograph after it has been digitised? (Please tick as appropriate)**

- My photograph should be destroyed
- My photograph should be returned to me at my work address



**What should be done with the digitised photograph once the card has been printed? (Please tick as appropriate)**

- My digitised photograph should be saved for the issue of future cards (e.g. in case of loss)
- My digitised photograph should not be saved for the issue of future cards (e.g. in case of loss)

Note: Your photograph can only be added to your FAUcard free of charge if the card has not been approved for printing in the IdM yet.

SURNAME (IN BLOCK LETTERS): \_\_\_\_\_

GIVEN NAME: \_\_\_\_\_

IDM-LOGIN: \_\_\_\_\_

OFFICE: \_\_\_\_\_

HIRING DATE OF EMPLOYEE: \_\_\_\_\_

ALTERNATE E-MAIL ADDRESS: \_\_\_\_\_

---

Place, date, signature