Card & Key Policy– New/Replacement Cards New Cards & Keys

Rebelcard

If new staff/students have not received their Rebelcards, they will need to stop by the Rebelcard Office (SU 118) to obtain their new cards. They are able to do so after they have been assigned an NSHE ID number (for Staff members NSHE ID numbers are available approximately two weeks after signing their paperwork with HR).

White Workcards

When a new Workcard is needed, we will need a completed Access Request form delivered to the Rebel Repair Help desk. Once the request is submitted by the user, a ticket gets created in TMA (SAM/CLT work order system), and the request gets sent over to the Rebel Repair Help Desk for further processing.

- All appropriate signatures are needed on the Access Request form before they are received by the RRHD.
- Blackboard and Onity doors must be listed in order to properly assign access.
  - If there are no specific doors listed we will need a reference template to mirror access.

Hard Keys

If an employee needs one or more hard keys within the scope of their duties, they will need to submit a completed Access Request Form to Rebel Repair Help Desk. Once the request is submitted by the user, a ticket gets created in TMA, and the request gets sent to the Campus Life Locksmith to prepare the keys. There is no charge for initializing a new set of keys.

- All appropriate signatures are needed on the Access Request form before they are received by the Rebel Repair Help Desk.

Replacement Cards & Keys

All lost keys & cards need to be reported immediately. This is to ensure the safety and security for Campus Life students/staff and their belongings. The Rebel Repair Help Desk can be notified through either phone/email/or our online work order request form: rebelrepair.unlv.edu. These requests will be assigned accordingly for appropriate processing.

Rebelcard

- For a lost Rebelcard, a request will be sent for Blackboard and/or Onity removal as needed.
- A Rebelcard replacement can be purchased directly from the Rebelcard Office (SU 118) for $20.
- Rebelcards will need to be re-encoded whether it’s lost, stolen, or damaged in order to regain Onity access. Cards can be re-encoded at the Student Affairs Maintenance building (SAM).

Workcards

- In the case of a worn out card, the requester will need to bring their cards with them to be shredded in order to receive their new cards.
- In the case of a lost card, once a request is received any Blackboard and/or Onity access will be removed ASAP.

01/26/2016 / VM
The Rebel Repair Help Desk will request a replacement Workcard directly from the Rebelcard Office; replacements are usually available in approximately 4-6 business days at no cost.

No Workcards should be distributed to vendors for long term use; they should be checked out on a daily basis if/when necessary or access to area should be scheduled with department requesting the service.

NOTE: In order to properly request a lost Workcard, we will need the number ID affiliated with it. It is the responsibility of the facilities director to maintain an accurate list of all the Workcards in their building(s).

**Hard Keys**

- Hard Keys should not be loaned to anyone at any time for any reason.
- In an effort to minimize loss, hard keys should not be taken off campus (unless needed to access a workspace after hours) and should be stored in a safe & secure location.
- Hard Keys should not be labeled with any identifying marks that indicate which buildings, doors or rooms the key(s) open, including any reference to UNLV.
- If hard keys are lost or stolen they should immediately be reported to the Rebel Repair Help Desk. If hard keys are believed to have been stolen, a report should also be filed with UNLV Police Services.
- Individuals will be charged for actual replacement cost if they are lost due to personal or departmental negligence.
- Departments can also be charged for the costs associated with re-keying locks if it is deemed necessary by the Executive Director of Housing, Campus Life Technology, & Student Affairs Maintenance and the issuing department is found to have been negligent. The fee will be determined based on the actual costs incurred.

**Returning Keys**

- Individuals who are separating from or transferring to another location within the University should return all hard keys to the Rebel Repair Help Desk prior to or on their last day and work cards to their immediate supervisor.
- Hard keys may not be transferred to another individual within the department and must be reissued via a new Access Request Form.
- Department heads are responsible for keeping an accurate list of all work cards and hard keyholders within their work group and ensuring keys are returned when staff separate from the department.
- Failure to return hard keys can lead to a financial hold being placed on the employee’s final paycheck to cover the cost of lost keys and/or re-keying of locks.

Access Request forms can be found on this website:  
https://www.unlv.edu/sites/default/files/24/SAM-AccessRequestForm.pdf

Any questions or concerns regarding this policy should be directed to the Rebel Repair Help Desk at 702-895-5324.