EAS Visitor On-boarding & Off-boarding Process

CCID - come to the main office (ESB 1-26) to sign paperwork and we will add you into the system. Once a Campus Computing ID (CCID) and ID number are created for you, then you will be able to obtain a ONEcard (see below).

ONEcard - this is your UAlberta ID card that is used for various on-campus services, such as door access, printing and copying, food, and more.
A photo can be submitted and approved in advance. You must pick up your ONEcard in person and present valid government issued photo ID at time of issuance.
[Learn more about ONEcards and where the InfoLink ONEcard Service Centre is located.](#)

Key/ONEcard Access Request System - you will be given automatic card swipe access to the exterior doors of ESB, Tory and CCIS, CCIS elevators, bookable meeting rooms (ESB 2-15 and 2-18) and mail room (ESB 1-25). For any other rooms that you require access to, you will need to submit your request for keys/access via the [EAS Key Request Form](#) (multiple rooms can be requested on the same form). If a room that you are requesting access requires a physical key, you will receive an email when the key is ready for pick-up. Keys can be retrieved from the main office (ESB 1-26).

Direct Deposit - if you are receiving pay, you will want to set up Direct Deposit in [Bear Tracks](#)-this allows you to receive your pay directly into your bank account. Once logged in, select the _Employees_ tile, follow the _Employee Self-Service (HCM)_ link, then select the _Payroll & Compensation_ tile. On the left side navigation, select _Direct Deposit_. Near the bottom of the page, click the _Add Account_ button, input your banking information, and submit.

Mail - letter mail is distributed to the mailboxes in ESB 1-25. Outgoing letter mail with attached postage can be left with the front desk in ESB 1-26.
You will receive an email if a package has arrived for you. Packages can be retrieved from ESB 1-29. Outgoing packages must have a completed [Shipping Form](#) attached, and can be left on the right hand side counter beneath the window in ESB 1-29.

Contacts

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WHEN YOU LEAVE

Keys - return your keys to the main office (ESB 1-26).

Mail - retrieve any mail from your mailbox, and update your forwarding address.