

Instructions for the Creation of an Identity Card for Employees of the Montanuniversität

Since March 2014, employees of the Montanuniversität have had the possibility to print out the "ID card for employees of the Montanuniversität".

This card can be used for the following authorisations:

- **Library card** (borrowing books – also valid at all other Styrian universities)
- **Parking pass** (activation by building services)
- **Access card** to the university buildings (activation by building services)
- **ID function for works council actions**

Initial Issue of an employee ID card

The card is issued at the self-service terminal in the main building, 1st floor on the right.

You will need your [MU-Online user name](#) and your [MU-Online password](#) to get started.

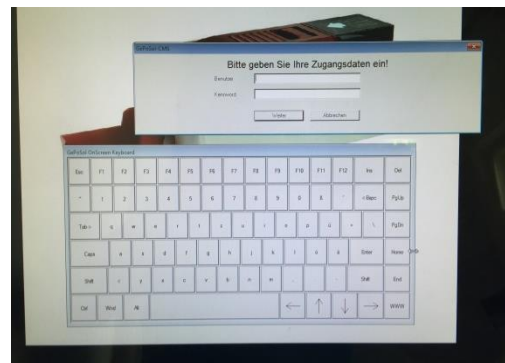
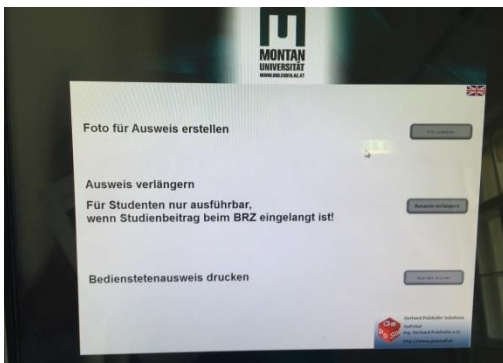
1. Create a photo

- a.) Either in advance via the personal business card in MU-Online:
Services → Unicard image upload → Upload image (observe size specifications) → save

The following message will appear once the upload has been carried out correctly: "The transmitted image is being printed on the Unicard."

- b.) Or directly at the terminal for staff members.

2. Print employee ID card

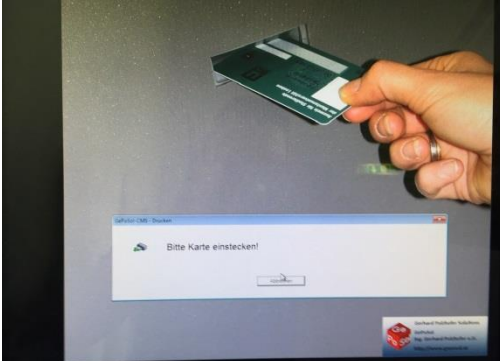


3. Print expiry date (procedure as for "Renewal of the employee 'ID card'")

Wait approximately 20 seconds for the imprint to dry on the card, then reinsert it to imprint the expiry date.

Renewal of the employee ID card

1. Select "Renew card".
2. Insert the card **ONLY AFTER REQUESTED**.



Period of validity

A maximum validity period of five years from the date of issue is printed on the ID cards of employees who have contracts of employment for an indefinite period. After expiry, the card must be renewed by you.

Loss of the employee ID card

If you lose your employee ID card, please contact the Human Resources Department (Mrs. Rieger, ext. 7056 or Mrs. Ferstl, ext. 7053), to block your old card in the system. You can then print out a new card.

Activation as parking pass / building access card

To activate the function as a parking pass and/or building access card, please contact the respective secretariat, which will submit an application to the building services department (via the GTB platform). Your previous access data will be transferred.

Termination of employment

Upon termination of your employment, the employee card must be handed in to the Human Resources Department.