

New Starter – STAFF CAMPUS CARD

What is a Staff Campus Card? What we need from you. What happens next.

Staff campus cards are photo ID documents for staff and associates which allow:

- our security team to know that you are a staff/associate member of the University
- staff to use them for contactless printing
- access to buildings/rooms which are restricted
- access to resources such as the library or gym

1. Take a picture of yourself

Please follow the guidance below to capture an appropriate, clear photo of yourself for your staff campus card:

Your photograph must be:

- In colour
- Using no filters
- Taken with no obstructions (hair, hats)
- Taken in good lighting (preferably daylight)
- Full photo of your head and shoulder only

Good example:



Bad examples:



New Starter – STAFF CAMPUS CARD

2. Send your perfect shot to resourcing@essex.ac.uk

Once you have a picture that meets the above requirements, please send it over in a JPEG format to the People & Culture team via resourcing@essex.ac.uk.

PLEASE NOTE: If your picture does not meet our requirements, we will not be able to print your staff campus card and we'll need you to send us a new picture.

3. We'll print your card and let you know when it's available for collection

Once we've printed your card successfully, we'll let you know when and where you can collect it from the main Colchester campus.

4. Start using your staff campus card whilst on site

Start using your card to access facilities and evidence your University status to others where required. If you have problems with access through your staff campus card, please speak to your line manager in the first instance.