

# Emory Building Access and Security Posture

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In alignment with university guidance, **buildings will be card access only and limited to those who have fully completed the onboarding process.** Please note that various facilities across campus may have different operating postures to meet their mission requirements. Communicate with your school or department leadership to learn about building-specific access.

## Building Access Resources:

- Select the link for Emory employees to review University building access currently on their Emory Card: [Review Current Emory Access Here](#)
- Utilize the following resources for Emory employees to request University access changes:
  - [Request Emory Access Change Here](#)
  - Email the Work Management Center at [cscsc@emory.edu](mailto:cscsc@emory.edu)
  - Call the Work Management Center at (404) 727-7463

## EmoryCard Office Resources:

The EmoryCard team is currently offering **physically distanced services by appointment only.** In most cases, you will follow the steps as outlined below in order to obtain your official Emory University identification card:

**STEP 1:** [Upload your photo](#) along with an image of your government issued photo identification.  
**NOTE:** Photos must be in a .jpg file format and should be similar to a standard US passport photo. Selfies in front of a blank white wall are acceptable. There should be no other plants, objects, or persons in the photo, and no sunglasses or hats should be worn.

**STEP 2:** Complete the appropriate [EmoryCard Request Form.](#)

**STEP 3:** [Schedule an appointment](#) to pick-up your EmoryCard

Some EmoryCard services require the payment of a fee to be indicated on the EmoryCard request form. At this time, students may authorize a charge to their OPUS Student Account or make payment via Eagle Dollars. Employees may have a charge authorized to a departmental speed type or make payment via Eagle Dollars. Learn more about [uploading Eagle Dollars.](#)

If you still have questions or require additional assistance, please email our team at [emorycard@emory.edu](mailto:emorycard@emory.edu).