

Non-Employee Accessibility

Visitors, volunteers and other persons on campus who have no employment relationship and no service to UIUC can obtain the below items as deemed necessary. The sponsoring campus unit completes any forms needed. Obtaining a UIN should be the first step, as the UIN is used in the remaining processes.

- University Identification Number (UIN)
 - Request from I Card (icardhelp@uillinois.edu or 217-265-6464) with first name, middle name, last name, birthdate and gender
- Net ID and Email
 - CITES Help Desk (244-7000) or consult@uillinois.edu, a fee of \$25/mo may be charged
 - <http://www.cites.illinois.edu/guests/guests.html> and <http://www.cites.illinois.edu/guests/hosting.html>
 - Visitor will need to set password by going to CITES or completing this form <http://www.cites.illinois.edu/help/forms/> with two forms of photo identification
- Visitor Card (similar to I Card)
 - I Card Help Desk (icardhelp@uillinois.edu or 217-265-6464) will forward a Visitor Card Request Form. There is a \$10 fee, payable by sponsor or visitor. The visitor will show a government-issued photo ID at the I Card Office to gain the UIUC Visitor Card.
 - Visitor Cards have no inherent benefits, but can be used as access to certain campus buildings, including Campus Recreation, if specifically granted.
- Library
 - Courtesy Borrower Type LH, no cost
 - Allows check out of materials, no online access off campus
 - Unit email circlib@library.illinois.edu, participants pick up cards when on site
 - If a group of cards will be needed, please forward spreadsheet of information to Library in advance.
 - Full library access can be gained through a long-term guest Net ID (through CITES)
 - www.library.illinois.edu/learn/users/visitors.html
- Bus Pass
 - Lines Gold, Illini, Silver, Teal and Yellow are free as campus routes
 - Annual passes can be purchased at MTD for \$60
 - www.cumtd.com/riding/faresandpasses
- Campus Recreation Membership
 - Contact Campus Recreation at 333-3806 for further information about membership eligibility and pricing. Terms of 1-3 months may be possible on an individual basis.
 - www.campusrec.illinois.edu/membership/guestpass.html

Also ensure SCS Safety Coordinator Chad Stevens is aware of any new presence in the labs. A safety test and risk acknowledgement may be required.