

Guidelines For Using Your GWorld Card

Safety Tips & Procedures

The GWorld Card is The George Washington University's official identification card. The GWorld card identifies you as a member of the GW community and enables you to access buildings on the GW campus. If you participate in the Debit Dollars Program, the GWorld Card acts as a form of payment for many on campus and off campus partners. Your GWorld card is your key to GW, and you should keep a close watch on it while you are here at GW.

Please take a look at the following guidelines:

- Use your GWorld Card carefully when entering secured buildings. Be prepared to swipe or show your card upon admittance to any GW building.
- Do not admit strangers to secured buildings. If a card swipe is present do not hold doors for others to enter. Also, make sure to close all doors to secured buildings and do not prop campus doors open for any reason.
- Allow only yourself and your guests to enter on your card. If unaccompanied by a GWorld cardholder, guests should sign up for a visitors card or should be signed into a visitors log by a cardholder.
- GWorld Card readers log usage activity after each swipe. Do not lend your card to anyone else, as you will be held responsible for all activity and charges logged under your card. GWorld logs may be used to track and resolve security incidents.
- Keep your GWorld Card in a safe place at all times to prevent loss or theft.
- Contact the GWorld Card Program Office immediately to report a lost or stolen card. Call (202) 994-1795 during business hours, or go online to gworld.gwu.edu to cancel your card anytime. Visit the GWorld Card Program Office during normal business hours for a replacement card.
- Always carry your GWorld Card with you while on campus.
- All Gworld Cards are property of The George Washington University. Cards must be returned when you end your affiliation with the University.
- GWorld Cards must be presented to University officials upon request.
- Do not store your GWorld card next to other magnetic cards.
- GWorld Cards are not transferable.

Contact Information

For more information on your GWorld Card, contact:

GWorld Card Program Office
at the Foggy Bottom Campus,
Marvin Center, 5th Floor, Room
501.

Phone: (202)994-1795

Web Address: gworld.gwu.edu

Email: gworld@gwu.edu

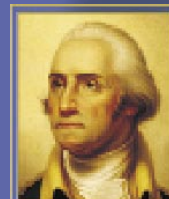
For more information on
Information Security, contact:

Information Systems & Services
Information Security Office

Web Address:

www.gwu.edu/~infosec

Email: infosec@gwu.edu



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