**CAP Faculty and Staff ID Card Access Policy**

You must have your University ID Card visibly displayed when you are in the building.

**ID Encoding**

To get new ID cards encoded for building access you must fill out and submit the online ID Encoding Card Form: <https://ucdenver.co1.qualtrics.com/jfe/form/SV_42uqLioAfCWCLk2>

CAP Faculty and Staff receive 24/7 access to the CU Denver Building: Main Doors, 1st floor stairwells and elevators, Computer Labs, 2300 (Student Services Suite), 300, 3301, 490, 6th floor studio, and 7th floor studio.

**Additional Access Requests**

If you need access to a research space, please complete the ID Encoding Form and then email Kerri Clarke ([kerri.clarke@ucdenver.edu](mailto:kerri.clarke@ucdenver.edu)) your additional request.

*Please note fabrication lab and annex access approval must go through Matt Gines and Nick Stawinski.*

**Bike Cage Access**

Included in the ID Encoding form is a request for access to the bike cage located in the CU Denver Building parking garage. If you plan to bike, it is recommended that you park in the bike cage.

**Questions**

For questions about card encoding or building access, please email Kerri Clarke (kerri.clarke@ucdenver.edu) or go to the CAP main desk on the 2nd floor.