**MCARD ID Badge Information**

All Students must wear a University of Michigan Health System (UMHS) MCard ID Badge at all times in the clinical areas. Please see the information below for your specific instructions.

**UMSN Students (Ann Arbor and Flint) and Instructors**

All students and instructors must exchange their *campus* MCard ID badge for a *health system* MCard ID badge at the Key/ID Office in order to gain access to health system doors. The campus badge will not function with the health system door readers. Your campus access will be maintained on the new badge. (If you are also a health system employee, please see the section on **UMHS Employee Students** below).

**UMSN Undergraduate Students:** School of nursing instructors are the designated signers on the ID Card Request Form for each new student. Please see full instructions in steps 1, 2, 4, 5, 6 and 7 below. UMSN seniors placed in Children’s Emergency Services (CES) must wear a **Yellow Lanyard** provided by CES with their ID badge.

**UMSN Graduate Students:** The school will provide a signed ID Card Request Form to UMSN Ann Arbor students. The Clinical Placement Office will provide UM-Flint students with the signed Form via email. You must take the Form (with the information completed on the top half) and your campus ID badge to the Key and ID Office to obtain your new badge. You will also need your driver’s license or another form of picture identification.

**Non-UM Students and Instructors**

1. Please print a UMHHC Identification Card Request & Change Form located in Step 3 of the Instructor section of the Resources page.
2. Check the boxes indicating the UMHHC Affiliation as a UM Student or a Non-UM Student and the Reason for the Request (e.g. New).
3. Instructors must fill in the school code in the Department ID# box. If you do not see your code below, please call clinical placement at 734-615-6910 or 734-232-1091 to retrieve it.
   - **EMU-0096**
   - **MSU-0085**
4. Print and sign your name on the lines under Authorized Representative.
5. Fill in the name of your school on the space provided for Department Name.
6. Make a copy for each of your students.
7. Students must complete the top section of the form, including their signature.
8. Please see the ID badge fee information below.

**NOTE:** Non-UM school of nursing instructors who do not have a current health system MCard ID badge must receive a signed ID Request Form from the Clinical Placement Office to take to the Key/ID Office. This can be emailed to you. Please contact us at clinicalplacement@med.umich.edu to request the form.
MCARD ID BADGE INFORMATION

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Non-UM /Non-Employee Graduate Students
All ID Card Request Forms will be signed by the Clinical Placement Office and emailed to you prior to the start of the term. Please see the information in the paragraph below to proceed.

ID Badge Fee
All non-UM/non-employee students must pay $6.00 at the Cashier’s Office in order to obtain their health system MCard ID Badge. The fee must be paid by cash or check payable to the health system. Please take the completed UMHHHC Identification Card Request Form to the Cashier’s Office on Level 2 of University Hospital (in the main hallway east of the Gift Shop) to pay the fee before proceeding to the Key/ID Office. The Key/ID Office will not process the ID Badge without proof of payment. You will also need your driver’s license or another form of picture identification.

Key/ID Office Location
Lower Level of the Med Inn Building. This map will assist in directions: http://www.uofmhealth.org/maps-directions/medical-center The Med Inn Building is #3 on the map.

UMHS Employee Students
Students who are health system employees will keep their current MCard ID badge and identify themselves as a student when functioning in that role.

MCARD ID Badge Access
All nursing students receive basic access to perimeter doors of the health system.

Special Access
Students will not be given access to restricted areas within the health system (e.g., the psych units, ORs) and some unit specific areas (e.g. unit locker rooms) require additional access approval. Students working on a unit that requires additional access approval must have the instructor ask the unit to email the Key/ID Office at keyidoffice@med.umich.edu to grant authorization. Instructors are to give the unit a list of the student names and uniqnames. When the unit submits this to the Key/ID Office for authorization, the access will be granted remotely.

Reviewed 02/17/2017