

# University of Wisconsin-Green Bay

## University ID Services

### **Definitions:**

The terms 'you' and 'your' in the agreement refer to the individual whose name and image appear on the University of Wisconsin-Green Bay 'University ID' card. The terms 'we' and 'the University' refer to UW-Green Bay. The term 'card' refers to the University ID card and the accounts associated with University ID. The card is non-transferable and the property of UW-Green Bay.

### **FERPA Privacy Statement:**

Photos for the University ID will only be used for legitimate University purposes (i.e. class rosters, identification for access purposes, etc.) under the Family Educational Rights and Privacy Act (FERPA) guidelines. Information regarding cardholder's account will not be provided to third parties unless required by court order, applicable laws, public safety, or with written permission of the cardholder.

### **Identification Card:**

The University ID card should be carried with you or be readily available while on any UW-Green Bay campus. You will be asked to present your University ID card to access select buildings and classrooms on the Green Bay campus, to access your University Phlash Cash account, and to gain access to campus services. The cardholder of the University ID card is the only individual allowed to use their University ID card for any purpose. Any campus service provider of the University has the right to verify proper use of the University ID card for any purpose by requiring additional identification. Anyone attempting to use a University ID card that is not their own is subject to disciplinary and/or legal action.

### **Liability:**

If your University ID card is lost or stolen, you are responsible for all transactions until your University ID card is reported lost or stolen. You can report your University ID card lost or stolen 24/7 by logging into the [eAccounts](#) portal. Your lost University ID card can also be de-activated by purchasing a replacement University ID card. There is a cost for the replacement.

### **Error Resolution:**

Potential discrepancies with one of your University Accounts must be reported to [universityid@uwgb.edu](mailto:universityid@uwgb.edu) immediately. University ID Services will investigate any potential discrepancy and determine a resolution if needed. You may be asked to file a Police Report with University Police if the discrepancy may have involved illegal activity by a third party.

### **Account Refund Information:**

The Phlash Cash account is a non-refundable account while you are enrolled in classes at UW-Green Bay. However, within two weeks after your departure or graduation from UW-Green Bay, you are eligible for a partial refund of your Phlash Cash balance. A \$25 administrative fee will be deducted from your balance before the refund is issued.

By accepting a University ID card, you are acknowledging that you have agreed to the terms and conditions described in this document.