

## UCARDS AND ACCOUNTS FOR HONORARY STAFF

If you require a computer account, please bring your letter to the Computing Centre on Hounsfield Road where you will be issued with a username and password which will allow you access to the University network.

If you have previously been a member of staff on the University payroll and have had a computer account, please inform UCard and Registration staff as they may be able to reactivate your existing account.

If you would prefer to fax a copy of the letter please send it for the attention of UCards and Registration to 0114 222 3130.

If you require a UCard you will need to supply a recent passport photograph so you can be issued with an external UCard. You can come in to the Computing Centre in person where a photograph can be taken, or you can send a photograph with a copy of your letter to:

**UCards & Registration  
Computing Centre  
Hounsfield Road  
Sheffield  
S3 7RF**

Please note that in ALL cases we will be required to take a copy of your letter for our records before we can issue your account or card.

Accounts and UCards are issued for a **period of 3 years** from the date of issue. At the end of this period you will receive an email notifying you that your account has been marked for deletion. At this stage we will require confirmation that you still hold an honorary position with the University before your account can be re-instated.

If you have any queries about the above, please contact UCards & Registration on 0114 222 1111 or by email at [ucards-reg@sheffield.ac.uk](mailto:ucards-reg@sheffield.ac.uk)

Please note you will be unable to apply for a UCard until you have been entered onto the staff system by Human Resources. It is advised you check with the Registration helpline before attending in person.