

# UPDATING AN EXISTING KEYCARD

The keycard that is issued to you is meant to be kept with you for the duration of your employment or assignment with KUSD. These instructions will guide you on how to make changes to, reset, and activate your existing keycard.

**Requests to update, reset, and/or activate existing keycards need to be e-mailed to:**

**[keycard@kUSD.edu](mailto:keycard@kUSD.edu)**

**YOUR E-MAIL MUST INCLUDE —**

**Your Name & Position**

**Building (s)**

**Keycard Number\***

\*Please make sure you are providing your Keycard #, **NOT** your Employee ID #.

Upon sending your request to [keycard@kUSD.edu](mailto:keycard@kUSD.edu), you should automatically receive a confirmation e-mail message from *Keycard Request* confirming that your request was received and will be added to the queue of keycards to be processed. Please allow up to 24-48 hours for your changes to go into effect as change requests are processed in the order that they are received. To ensure that your requests are successfully submitted and received, please e-mail all keycard changes and updates to **only** this e-mail address: **[keycard@kUSD.edu](mailto:keycard@kUSD.edu)**