

Elgin Independent School District

Employee ID Badges/Cards

Your Elgin ISD ID badge/card is for identification purposes. You will be required to wear your badge while on duty or at school events. For safety reasons, our district goal is for all EISD Employees to be visibly identifiable while on school premises. For increased safety, the following badges have also been issued:

- Substitute Teachers, Contractors, and Consultants
- Visitors – Temporary badge from the front office
 - If a visitor does not have a badge, please offer them assistance and escort them back to the front office for a badge.

Your ID badge is called a proximity (prox) card and will be used for security access. It can be placed in close proximity to a card reader on an exterior door to gain access to the building (if you have been authorized to enter that door/building). Badges will replace exterior door keys (with very few exceptions). Your badge will allow you to have access to doors that have card readers and have been deemed “access points” to the building. It should be noted that a few exterior doors do not have card readers. All exterior doors are locked during normal school hours, with the exception of the front / office doors. This will not change.

Frequently Asked Questions

1. What do I do if I am experiencing issues with building access?

Send an email to Helpdesk (helpdesk@elginisd.net) and specify which campus and door you are having issues with. You can also call the Maintenance and Operations office at (512) 281-9760.

2. What do I do if I need access to another building?

Of course, you can always enter a building through the front door during normal school hours. If you require access to a building after hours, and it is not your “home campus”, the Principal will need to request this additional access to the Helpdesk.

3. What do I do if I am supposed to have access to a building and my card is not working?

- A) Have your campus Principal send an email to Helpdesk with the access information (see question 2, above).
- B) Your badge has circuitry (copper wires) running through it. If your card is bent, twisted, crimped, hole-punched, or exposed to extreme heat the copper wires will not function.
- C) Card readers have battery packs that need to be replaced every so often. Email the Helpdesk and report a card reader that might have a dead battery pack.

4. Will my badge turn off the building’s security alarm?

NO. Your badge will only unlock doors. You will need your pin number to disarm the building’s security alarm after your badge unlocks the door. Contact the Maintenance and Operations office at (512) 281-9760 if you do not know/have a pin number to disarm the security alarm.

5. What should I NOT do with my badge?

- A) Do NOT share your badge with anyone, not even other employees
- B) Do NOT give your badge to your spouse or child
- C) Do NOT give your badge to a student
- D) Please think of your badge as a key with your employee identification on it. If anyone gains access to your badge, they can gain access to a building and it can and will be linked to you.

6. What do I do if I lose my badge or if it no longer works and I need a new one?

Email the Helpdesk and request a reprinted badge. There is a \$5 reprint fee (payable to Elgin ISD). Call the Human Resources office at (512) 281-3434 if you have questions about the reprint fee.