

AME CATCARD READER REQUEST INSTRUCTIONS

CatCard access is now available for north building entrances, the machine shop, south building rooms, and lab N237A. For access to other rooms, please submit a key request. Key request instructions can be found on the [AME employee resources page](#).

1. Figure out your CatCard number

- It's the 16 digit number on the front of your card



2. Send an email to AME-key_request@ame.arizona.edu

- Use the subject line “AME Catcard Request – [Room numbers being requested]”
 - If requesting north building access, you can just write “north building entrances” as your room number
 - The machine shop is N231
- Include your catcard number in the body of the email
- **If you are not AME faculty or staff, please get your supervisor’s approval via email and forward it**
- **If you are not machine shop staff, please forward email approval from shop staff for machine shop requests**

3. Set your PIN

- To use your CatCard, just hold it up to a card reader and enter your PIN.
- By default, your PIN will be set to 0000. You can change your PIN at any time via the [DAC portal](#). Note that this will set your PIN for ALL University of Arizona CatCard readers, not just at AME.
- If it works correctly, the light on top of the reader will turn green and the door will unlock. If your card is not working more than 48 hours after you submit your request, reach out to AME-key_request@ame.arizona.edu