

BEARKAT ONECARD SERVICES

POLICY AND PROCEDURE

FOR THE ESTABLISHMENT OF BEARKAT ONECARD

SYSTEM-WIDE ACTIVATION PARAMETERS

I. PURPOSE AND SCOPE

This document outlines the policy and procedures requiring the departments of Sam Houston State University to follow the established set of parameters when utilizing the Bearkat OneCard for verification of identity for services on Sam Houston State University 's campus.

II. POLICY

It is the policy of Sam Houston State University that all campus departments and computer systems that interact with the Bearkat OneCard be required to follow the established set of guidelines and parameters set forth by the University and [Bearkat OneCard Services](#) in order to provide the University with increased security measures, consistency of message, and continuity.

The established parameters include, but may not be limited to, requiring all systems to:

- (1) verify that the patron is a current faculty member, staff member, or student;
- (2) verify that the patron has activated his/her current Bearkat OneCard; and
- (3) verify that the patron is in possession of and is using his/her most recently issued Bearkat OneCard and that no previously-activated card is in use.

At a minimum, these parameters shall be met before patron is allowed to gain entry or services provided by the University. Exception to this set of parameters must require approval by an authorized representative of Bearkat OneCard Services or the [Vice President for Student Affairs](#).

Variable parameters such as the number of times a patron is allowed entry into an event or the schedule of times in which a patron can gain entry should be established by the requesting departments.

Reviewed by: Frank Parker, Vice President for Student Affairs, August 2016

Next Review: September 2017