Maynooth
University
National University
of Ireland Maynooth

MyCard

Your student ID card

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MyCard is the Maynooth campus student ID card which is issued to students once they have registered for their course. The objective is to have one card for all functions on campus in order to serve the many current and potential future uses for cards on the Maynooth campus.

The card has the following features:

- an embedded chip which makes it a smart card (please do not punch holes in your card!)
- a magnetic strip on the back for access to campus buildings
- a barcode which is used for borrowing books in the Library.

While the cards may occasionally vary in appearance, they will all operate using the same underlying technology. We have branded the campus smart card with the name '**My**Card'.

Keep it Safe

Your student card is expected to last for the full duration of your course at Maynooth but remains the property of the University at all times.

It is an official form of University identification and should therefore always be on your person when on campus.

Lost your **My**Card?

Please be aware that there is a €20 replacement charge if a card is lost, damaged or stolen.

To disable a lost card:

1. Sign onto the top up web site **https://mycard.maynoothuniversity.ie**
2. Use the '**Block My Card**' function under '**MyCard Manager**' and follow the instructions

If your card is subsequently found, a charge of €5 may be applied to 'unblock' your card.

To request a replacement card, please call to the **Student Records & Registration Office** in Humanity House on the south campus.

What can I use **My**Card for?

As **My**Card is rolled out across the Maynooth campus it is becoming an essential everyday part of student life. You can use it anywhere you see the **My**Card symbol next to a pay or service point. Currently, these include:

- Copy and print in the Library and the Public Access Computer Rooms on campus

- Access to campus buildings

- Ability to borrow books and pay fines in the Library

- Access to an on-line top up credit facility

- Purchase of International Student Identity Card (ISIC) from the Students' Union (SU)

- Electronic payments in most food outlets across campus

- Food and drink vending machines in the Library

- Purchase of tokens for residency laundry

- Pay crèche fees

- Pay for services in the Student Records & Registration Office

- Act as your personal ID card (mandatory for exams)

- Purchase books in the University bookshop

Added services

- On-line ability to request third parties to top up your card

- Pay for services in the Student Health Centre

- Pay science lab fees

And many other services.

How do you manage **My**Card?

Once you are registered for your course and the Student Records & Registration Office has issued you with a card, you can use your **My**Card.

To put money on your card

There are three ways for you to put money on **My**Card:

1. Top up on-line *(Recommended)*

Top up at
https://mycard.maynoothuniversity.ie

Sign on to this site using your University username and password, select a top up amount and pay using your debit/credit card.

2. Top up machines

There are two top up machines on campus, located in:

> **The ground floor of the Library** – south campus

> **The Arts Building** – north campus

By placing your card in the machine, you can put cash and coins onto your card.

3. Gift

Request a third party to put money on your card. Simply sign on to the Top up site and select 'Request Gift.'

Who do I contact with **My**Card issues?

You should email **mycard.student@nuim.ie**

or

Call to the counter in the **Student Records & Registration Office** located in Humanity House on the south campus with student card issues.

To find out more visit

www.maynoothuniversity.ie/records/student-mycard