

Your Brown ID Card and Room Key

Brown ID Card

You received your Brown ID when you checked in. It gives you access to the following:

- Your residence hall
- Academic buildings
- Your meal plan
- Use of washing machines and dryers

Your Brown Card will be programmed to open the exterior doors to academic buildings. For residential students, it will be programmed to open the exterior doors on **your assigned residence hall only**. It will **not** open doors to other residence halls.

To swipe your Brown ID card, insert it into the card reader with the magnetic strip facing the reader. Ensure the card is inserted firmly and fully into the slot and swipe slowly.

Your Brown Card is an all-purpose card, used mainly for identification and to open secure doors on campus. **Do not attach anything** to your Brown Card, such as stickers or keychains. Attaching foreign objects or punching holes in the card may damage the campus card readers and make your card unusable.

Make sure you always have your ID with you as you travel around campus and the community. We highly recommend wearing it on the lanyard provided at check-in whenever you are outside of your residence hall.

If you change rooms during your stay, your Brown Card will be **reprogrammed** for your new housing assignment.

If You Require a New ID Card: If you misplace your Brown ID card, were provided with a temporary ID card at check in or if your card isn't working properly, go immediately to the Brown Card Office (Page-Robinson Hall) between 8:00 AM and 4:00 PM, Monday - Friday to request a replacement card. If you need help after hours, contact the RA on-call (you received this number at your first floor meeting). If you are unable to locate your RA on-call phone number, please connect with your RA at curfew or reach out to the Department of Public Safety (401-863-3322) and ask to be connected to the Pre-College staff member on-call. Please note that there is a fee for replacement cards.

Room Key

Residential students will receive a brass room key(s) that will open **your** room/suite door only and will not open any other bedroom doors. It is your responsibility to keep your room key in a secure location at all times. In residential buildings with communal bathrooms, your room key will be needed to access the restroom. You are encouraged to key your key on the lanyard provided at check in.

If you move to a new housing location during your program, you will need to turn in your old brass key and receive a new one.

If you are locked out of your room, head to the Key Office (located at Grad Center E 3rd floor; 42 Charlesfield Street) between 8 a.m. and 10 p.m. for assistance. If you need help after hours, contact the Housing Assistant on-call at 401-556-7544. Blue light phones are available for use if you are locked outside without a phone.

If you lose your key, contact your RA or head to the Key Office for further instructions. You will be responsible for covering the cost of replacing your room key.