



**Worner Campus
Center**

EMPLOYEE GOLD CARDS

What is a Gold Card?

The Gold Card is the employee ID card and provides photo identification, security and building access, sports/ activity tickets, as well as other services including printers and copiers. The Gold Card also offers access to the Adam Press Fitness Center, Schlessman Pool, Honnen Ice Rink, Tutt Library, as well as the Fine Arts Center and Lunch Club at Rastall Café.

How do I get a Gold Card?

Fill out the Gold Card Request Form at <http://tiny.cc/ccgoldcard>. You will be notified by email when your request has been processed. After you receive that email, take a valid photo ID to the Worner Campus Center to get your Gold Card made. Contact HR if you have not received that email in 3 business days of completing the form online.

If dependent card(s) are needed, you must accompany your dependents to the Worner Desk.

Employee Spouse/Dependents

Employees and dependents are eligible for Gold Cards. Eligible dependents are a spouse/domestic partner, and children up to 26 years old that you legally claim as a dependent for income tax purposes; for whom you have financial responsibility; or is the child of your domestic partner.

What if I lose my Gold Card?

Cardholders are responsible for immediately reporting a lost/stolen card.

1. Navigate to <http://www.coloradocollege.edu/ssi> and choose GOLD CARD MANAGEMENT
2. Under Account Management, choose Lost/Stolen Card
3. Click on DEACTIVATE. Lost cards may be reactivated through these same steps.

All services will be deactivated once the card has been reported lost to prevent possible misuse by another party. The cardholder will not be able to gain access to any location requiring a Gold Card or obtain access to any funds on the account until the card is re- activated or replaced.

For full program guidelines and policies, refer to <https://www.coloradocollege.edu/other/wornerdesk/gold-card.html>

For questions or more information please contact goldcard@coloradocollege.edu