

DEPAUL UNIVERSITY



Blue Demon Card

Category: Operations

Responsible Department: Information Services

Responsible Officer: VP of Information Services

Effective Date: 6/26/2025

Policy Summary

This policy describes requirements for obtaining a university ID card (also known as a Blue Demon Card). In addition, policies and procedures for handling cardholder data, privilege management, and lost/stolen cards are detailed below.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

ID Card Eligibility

In order to be eligible for a Blue Demon Card, students must hold a student affiliation and employees must have an active job role. Eligibility requirements for members of the Board of Trustees will be determined by the University Secretary. Individuals who are not a student, employee, or trustee, but have an affiliation with the university that requires the use of a Blue Demon Card for access, may request a physical card from the Blue Demon Card Office.

Students and employees must provide a profile photo that meets university guidelines and a valid form of photo identification (driver's license, state ID, or passport) as detailed in the online photo submission procedure. (https://depaul.service-now.com/sp/en/blue-demon-card-online-photo-submissions?id=kb_article_view&sysparm_article=KB0010963)

Students are not to provide false information in any form to university officials. Students are not to knowingly misuse, misrepresent, or falsify any university record, ID card, form, computer resource, or procedure. Students who assist by any means the providing of false information as described in this expectation will be considered in violation.

A mobile Blue Demon Card can be added to an approved mobile device once a profile photo is approved. The mobile Blue Demon Card will function with all campus card readers and is convenient. DePaul students and employees may obtain a physical card if desired. Physical Blue Demon Cards may be requested at a Blue Demon Card Office, or will be mailed upon request, once a profile photo is approved.

Possession

Cardholders may only have one physical card. Faculty, staff, or student group designation will be determined by the cardholder's primary institutional role. Special arrangements are made for DePaul vendors (for example, Barnes & Noble, Chartwells, etc.).

Blue Demon Cards should remain in the sole possession of and be used only by those that they have been issued to. Allowing others to use your Blue Demon Card is strictly prohibited. Anyone who has been found allowing others to use their Blue Demon Card will be subject to disciplinary action, up to and including termination and/or loss of student status.

Lost and Found Cards

All Blue Demon Cards found should be returned to the Blue Demon Card Office. Cardholders who have lost a physical card should visit the Blue Demon Card Office to see if the card has been returned.

The replacement fee for lost/stolen Blue Demon Cards is \$15.00 for students, alumni and friends. The replacement fee for a stolen Blue Demon Card will be waived if a valid police report or DePaul Public Safety Report is presented. DePaul faculty and staff are not charged for a replacement Blue Demon Card. The replacement fee may be waived once per academic quarter.

Cardholder Data

Data collected for and generated by Blue Demon Card use can be sensitive in nature. The University has a long history of strict adherence to privacy issues. These policies are designed to encourage the operational efficiencies fostered by availability of information while preserving the appropriate respect for privacy and security.

Requests for information regarding cardholder access activity are almost always security related and require sensitive handling to protect the rights of all cardholders. All such requests should be directed to the Office of Public Safety. Card activity data may be used internally by DePaul staff for necessary administrative purposes.

Procedures

- ID Administration, Student Affairs, Copy Services, Public Safety, Library, Student Financial Accounts, Housing and Residence Life, and/or University Parking may choose to suspend certain cardholder privileges. The cardholder must deal directly with the specific department to reconcile a suspension.
- ID Administration will suspend cards upon receipt of list of terminated employees from Human Resources.

- Housing and Residence Life is responsible for the administration of meal plans.
- Housing and Residence Life is responsible for the administration of residence hall privileges and plans.
- All requests for information regarding access activity must be forwarded to Public Safety. Upon request, ID Card Services and ID Administration will work closely with Public Safety to provide the appropriate information.

Divisional Collaborations

Student Affairs

Contact Information

ID Card Services

Email: idservices@depaul.edu

Lincoln Park Blue Demon Card Office
(773) 325-7466

Loop Blue Demon Card Office
(312) 362-5959

Appendices

None

History/Revisions

Origination Date: 02/1995

Last Amended Date: 6/26/2025

Next Review Date: