Faculty of Biological Sciences

**How to access your Simon’s Voss Transponder (fob) and keys.**

On the day of your arrival you will be issued with a Staff Induction pack from the PA to the head of School. Your information pack has a pink H&S form that includes local induction information. Ideally you should run through the form with your supervisor to ensure you are clear on all the points included in the local induction checklist. During your local induction, speak to your supervisor about what access (fobs/keys) you will need to get you into your area of work.

You will be invited to the staff induction which is held every Tuesday. At this induction you will be issued with a fob and key/s to access the area you will be working in provided you have completed your pink H&S form.

You will be asked to complete and sign a triplicate form as part of the fob/key issue and the information will be recorded on a database.

 Transponders and keys are the property of the University of Leeds and are issued on the understanding that they are returned once you leave the University.

For students and visitors issued with fobs and keys a charge has to be levied to encourage the return of these items.

Lost fobs and keys must be reported to the Technical Services Manager (TSM) as soon as possible. A new fob and key/s will be issued but a charge will be made for replacement.

Refundable deposit for a fob is £25, refundable deposit for a key/s £20 (students and visitors only).

 Lost fobs incur a replacement charge of £25. Lost key/s incurs a replacement charge of £20. (This applies to ALL staff, students and visitors).

To enable your TSM to issue you with a replacement fob/key you must visit the online shop at <http://store.leeds.ac.uk>

Navigate:

Product catalogue.

Faculty of Biological Sciences.

FBS keys & key fobs.

Choose the appropriate item.

Print receipt/s and take to the Technical Services Manager for the appropriate School so that a replacement fob and key/s can be issued.