

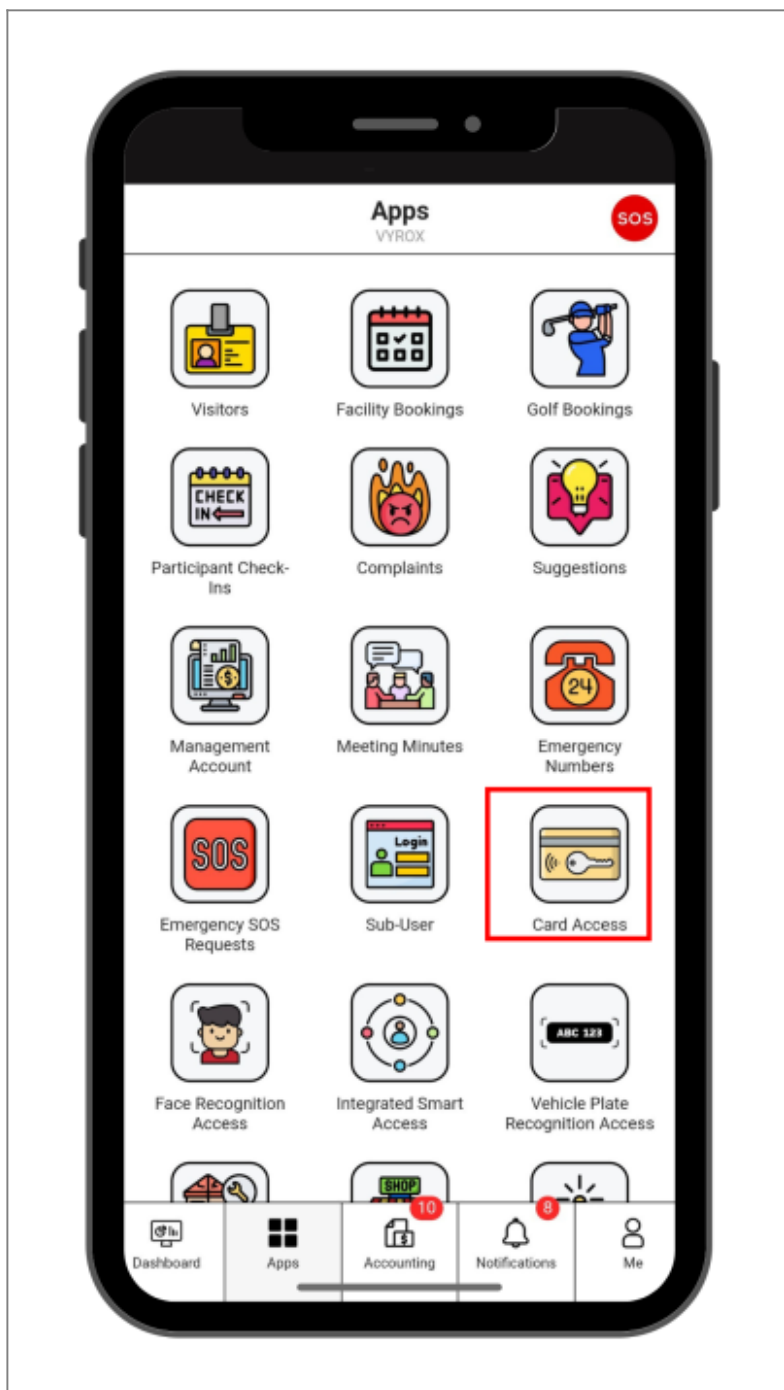
# User Guide: Card Access

## Introduction

This guide provides a step-by-step process for applying an access card. Learn how to request a new card to ensure secure and convenient access to facilities.

## Step 1: Card Access

Click **“Card Access”** icon



## Step 2: Create New Cards

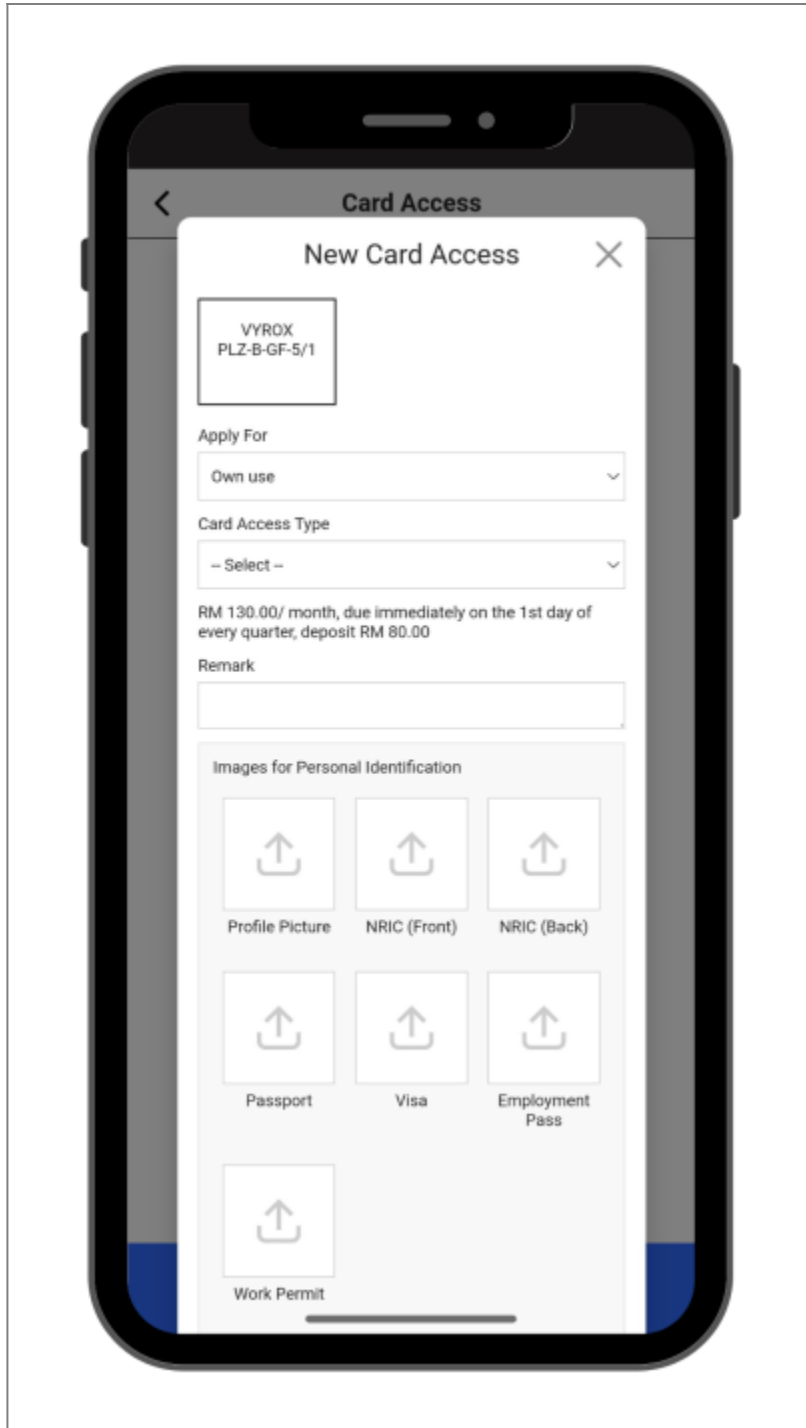
Click **“New Card”** to make a new card.



## Step 3: Fill in Card details

Select Apply for, Card Access Type, Remark, and include Pictures of Profile Picture , NRIC , and Relevant documents.

Click **“Add”** to create.



## Step 4: Wait for Management Approval

Management will need to approve access.



## Step 5: Check New Created Access Status

New created access will be listed in this page.



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Last update: **2025/01/10 00:35**

