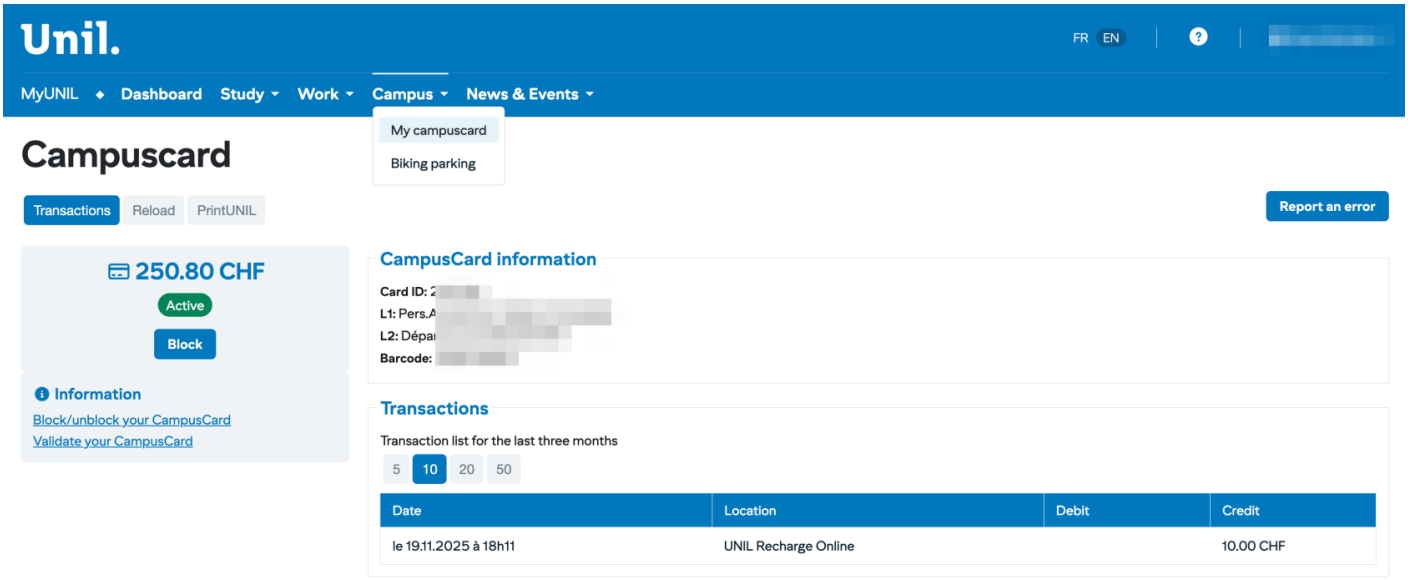
Campus - Campuscard and PrintUNIL

- Campuscard and PrintUNIL

Campuscard and PrintUNIL

The CampusCard is your multi-function card at the University of Lausanne. It allows you to access buildings, pay on campus and use printing services.

> **Access**: Menu **Campus → My campuscard**
>
> **URL**: https://my.unil.ch/campuscard



Accessing Your CampusCard Management

From the navigation bar, click on the **Campus** menu to display the following options:

Option	Description
My campuscard	Management of your campus card (balance, top-up, blocking)
My Biking parking	Management of your bicycle parking subscription

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Available Tabs

The CampusCard page is organised into three tabs:

Tab	Description
Transactions	Transaction history and card information
Top-up	Top up your card balance
PrintUNIL	Management of your printing credit

Transactions Tab

This tab displays your card information and transaction history.

Balance and Card Status

On the left, you can see:

- **Current balance**: amount available on your card (e.g.: 250.80 CHF)
- **Status**: card state (Actif = Active or Bloqué = Blocked)
- **Bloquer button**: allows you to block your card if lost or stolen

> ⚠ **Warning**
> The total balance (after top-up) must not exceed the maximum amount of **300 CHF**.

Information

Below the balance, the **Informations** section offers useful links:

- **Block and Unblock CampusCard**: instructions for managing blocking
- **Validate your CampusCard**: card validation procedure

CampusCard informations

This section displays the technical data of your card:

Field	Description
Card ID	Unique identifier of your card
L1	Line 1 - Personal information
L2	Line 2 - Department or affiliation
Code barre	Card barcode number

Transaction History

The **Transactions** table displays the list of your transactions for the last three months:

Column	Description
Date	Date and time of the transaction
Lieu	Point of sale or service used
Débit	Amount debited (expense)
Crédit	Amount credited (top-up)

Filter the Display

Use the **5**, **10**, **20**, **50** buttons to choose the number of transactions displayed per page.

Transaction Examples

Type	Displayed Location
Online top-up	UNIL Recharge Online
Cafeteria	Cafeteria name
Vending machine	Machine name
Printing	PrintUNIL

Top-up Tab

This tab allows you to top up your CampusCard balance online.

Top-up Methods

You can top up your card:

- **Online**: by bank card directly from MyUNIL
- **On site**: at top-up terminals on campus
- **In cash**: at certain points of sale

Online Top-up Procedure

1. Click on the **Recharger** tab
2. Enter the desired amount
3. Proceed with bank card payment
4. The credit is added immediately to your balance

> **i Reminder**
> The maximum authorised balance is 300 CHF. Check your current balance before topping up.

PrintUNIL Tab

This tab allows you to manage your printing credit for the PrintUNIL service.

What is PrintUNIL?

PrintUNIL is the University of Lausanne's printing service. It allows you to print, photocopy and scan documents on the campus multifunction printers.

Features

From this tab, you can:

- Check your PrintUNIL balance
- Top up your printing credit
- View your printing history

> **i Note**
> Prices may vary. Check the IT Centre website for current prices.

Using the Printers

1. Send your document to print from your computer
2. Go to a campus multifunction printer
3. Identify yourself with your CampusCard
4. Select and start your print job

Blocking and Unblocking Your CampusCard

In Case of Loss or Theft

If you lose your card or it is stolen:

1. Log in to MyUNIL immediately
2. Go to **Campus → Ma campuscard**
3. Click on the **Block** button
4. Your card is immediately deactivated

> ⚠ **Important**
> Block your card as soon as possible to prevent any fraudulent use of your balance.

Unblocking Your Card

If you find your card after blocking it:

1. Go to **Campus → My campuscard**
2. Click on the Unblock button
3. Your card is reactivated

Obtaining a New Card

In case of permanent loss, contact the relevant service to obtain a new CampusCard. Replacement fees may apply.

Report an Error

If you notice an error in your transactions or card information, click on the **Signaler une erreur** button (top right) to contact support.

Interface Summary

Area	Content	Possible Actions
Balance	Available amount	View
Status	Card state	Block/Unblock
Card information	Technical data	View
Transactions	3-month history	View, filter
Recharger	Add credit	Pay online
PrintUNIL	Printing credit	View, top up

Tips for Use

- Check your balance regularly to avoid unpleasant surprises.
- Block your card immediately if lost or stolen.
- Top up your card before it is empty to avoid inconvenience.
- Keep your CampusCard in good condition; it contains a sensitive electronic chip.
- For PrintUNIL, remember to check your credit before starting large print jobs.

CampusCard Uses

Your CampusCard allows you to:

- **Access buildings**: secure doors, laboratories
- **Pay on campus**: cafeterias, vending machines, library
- **Print and photocopy**: PrintUNIL service
- **Borrow books**: university libraries
- **Access bicycle parking**: parking subscription

This documentation is part of the official user help for the MyUNIL portal.
University of Lausanne – IT Centre