

# 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>

The screenshot shows the Unil website's navigation bar with 'Unil.' on the left and 'FR EN' on the right. Below the navigation bar, the 'Campus' menu is expanded to show 'My campuscard' and 'Biking parking'. The 'My campuscard' page is displayed, featuring a balance of 250.80 CHF, an 'Active' status, and a 'Block' button. There are also links for 'Information', 'Block/unblock your CampusCard', and 'Validate your CampusCard'. A 'Report an error' button is located in the top right corner. The 'CampusCard information' section shows fields for Card ID, L1: Pers.A, L2: Dépai, and Barcode. The 'Transactions' section shows a transaction list for the last three months with a table containing one entry: 'le 19.11.2025 à 18h11' at 'UNIL Recharge Online' for a debit of 10.00 CHF.

## Accessing Your CampusCard Management

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

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

# 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
<b>Card ID</b>	Unique identifier of your card
<b>L1</b>	Line 1 - Personal information
<b>L2</b>	Line 2 - Department or affiliation
<b>Code barre</b>	Card barcode number

## Transaction History

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

Column	Description
<b>Date</b>	Date and time of the transaction
<b>Lieu</b>	Point of sale or service used
<b>Débit</b>	Amount debited (expense)
<b>Crédit</b>	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.

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## 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
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# 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.

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## 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.

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## 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

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

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