



NOTICE: Maintaining VA Computer / Physical Access

Computer access (Every 30 Days) – Residents must log into the VA computer systems at least once every 30 days – this includes remotely on their personal computer using the card reader **OR** physically on a VA computer using their badge.

Physical access (Every 90 Days) – Residents must swipe their badge physically every 90 days at a VA building, doors, or parking garage to keep it active. If they're on rotation at the VA and use their badge to get into clinic rooms or locked areas, they're keeping that part of the badge active. If they aren't going to be at the VA for 90 days or greater, they can swipe their badge to enter the VA parking garage just north of 17th Place. Once they badge in, they can drive right back out – and are good for another 90 days. If they don't keep physical access active, they can take their badge to the Security Office next to the PIV office and ask for it to be added back to their badge – for general access only. If they have 'special access' for areas or office within their VA Service, such as Surgery or Radiology, they need to contact their VA POC to request that access be added back to their badge.