Which type of key does your hall have?

Wi-Fi Locks: Schurz, Hatch, College Ave, Gateway, Johnston, Wolpers, Defoe-Graham, South, Center, North, Brooks, Bluford, Mark Twain, McDavid
Kiosk Locks: Gillett, Hudson, Dogwood, Hawthorn, Galena
Keyed Locks (Physical key you will get at check-in): Excellence, Discovery, Respect, Mizzou at the RISE

Wi-Fi lock Instructions

Exterior Doors
- In most wi-fi lock halls: Swipe your card with the magnetic strip facing the keypad. The keypad will light up, then the lights will turn green. Allow a few seconds for the lights to show up.
- In Brooks and Bluford: Swipe with the magnetic stripe facing away from the keypad or tap the reader on the right side using the chip function.

Interior rooms and bathrooms
Swipe your card with the magnetic strip facing away from the keypad or use the chip feature of your Tiger Card and tap your card on (or near) the bottom of the lock. You will see a yellow/orange light. Enter your PIN (last four digits of your student ID number). You will see a green light and can enter.

If you lock yourself out
From your computer or smartphone, log into idcardmanager.missouri.edu with your pawprint and password.
1. Then select Open My Door and then Get Access Code.
2. Press the # KEY.
3. Enter your 6-digit Access Code into the keypad on your room door to open it. The Access Code is a one-time use unique code that expires after 5 minutes.

Kiosk Lock Instructions

Exterior Doors
Your student ID card is already programmed for the exterior doors of the hall. Swipe your card with the magnetic stripe facing towards the keypad.

At the beginning of each semester
Set up your ID card in the Kiosk Card Center. On the kiosk screen, select Update ID Card then select Press Here To Begin. Insert your ID card into the card encoder slot on the right side, with the magnetic strip facing down and on the right. Enter your PIN. By default, your PIN is the last four digits of your student ID number. If your last 4 digits begin with zero(s), drop the leading zero(s) and use the remaining numbers (e.g., 0102 becomes 102).

To change your PIN
Please do not change your PIN until after you have successfully swiped into your room, first.

Interior rooms and bathrooms
- Gillett, Hudson: Swipe your card with the magnetic stripe facing away from the keypad.
- Dogwood, Hawthorn, Galena: Swipe your card with the magnetic stripe facing towards the keypad.
You should see red and green flashing lights. Enter your pin code, and the door will unlock.

Lock error lights
- 1 red light: Make sure you are swiping with the card facing the correct direction. Try swiping faster or slower. Swipe straight down.
- 2 red lights: Your card is not authorized for the room lock. Be sure you are at the correct room/hall and that you have encoded your card in the kiosk machine.
- 10 red lights: Your door lock battery is low. Please report it to the front desk staff.

If you lock yourself out
Obtain a temporary access card at the Kiosk Card Center. Temp Cards are active for up to 4 days, or until you have re-encoded your regular ID, whichever occurs first. You may only obtain one temporary card per 24-hour period.
You can receive 3 free temp cards each semester. Additional cards checked out from the kiosk will result in charges applied to your account. Cards 4-10 will be billed at $10 each. Cards 11 and above are billed at $15 each.
1. On the kiosk screen, select Get Temporary Card. Enter your PIN, then enter your full student ID number.
2. A blank card will dispense on the left side. Take the bank card and insert into the card encoder on the right side, with the magnetic strip facing down and on the right side.
3. Take the card when the kiosk screen says Encoding Complete, Please Take Card.