

DUKE CARD ([HTTP://DUKECARD.DUKE.EDU/](http://dukecard.duke.edu/))

The **Duke Card Office** is located at the back of **Telcom Building** at Telcom Drive. The office's website gives you information on how to get a Duke Card (<http://dukecard.duke.edu/get/index.php>). The office also gives you an overview of what your Duke card is good for (<http://dukecard.duke.edu/what/index.php>).

Your Duke Card is used to **confirm your identity** (including spouses and same-sex partners) when you check out books from the library, order a Duke van to get home from campus (https://parking.duke.edu/buses_vans/duke_vans.php), campus events, buy discounted student tickets for events on (<https://tickets.duke.edu/Online/default.asp>) and off campus, use your GoPass to use Triangle Transit or Durham DATA buses (http://parking.duke.edu/buses_vans/gopass/), etc. It can also serve as picture ID at Student Health, other Duke Hospital facilities as well as off-campus facilities like UPS, etc. (not for the purchase of alcohol, though). Your **Duke UniqueID**—which you will need frequently for identification—is on the back of your card. The Duke UniqueID is **different** from your **Student ID** which you find once you log in to ACES where you will see it on the Student Homepage, right next to your name at the top of the page (<https://my.duke.edu/students/>).

Your Duke Card **allows you access to facilities and services** on campus, e.g., using printers and scanners across campus, access buildings like the gym and residence halls as well as other campus buildings in the evening via swipe access, get access to campus events, etc.

Your Duke Card can also be used to **pay for purchases and services**. If you have a Dining Plan, you can use **food points** to pay for food purchased at on-campus dining locations. Every Duke Card owner can also add money to the **flex account** associated with the Duke Card. This "Flexible Spending Account" is completely independent from food points, and you do not need to have a dining plan to use it. For an overview on the two different accounts see: <https://studentaffairs.duke.edu/dining/plans-and-points/points-flex-defined>.

You can **deposit money on your flex account** by using one of the self-service locations on campus and add cash to it (<http://dukecard.duke.edu/manage/self-service.php>). You can also add money online and have the money you added to your flex account be billed to your bursar account (see "add funds" here: <https://dco31.oit.duke.edu/onlineoffice/>). You will pay the amount when you receive a bill from the Bursar's office using an E-check payment (<https://www.dukeonline.duke.edu/bursar/>). For FAQ about the flex account see http://dukecard.duke.edu/what/flex_fa.php. You can **use your flex account** to pay at on-campus dining locations (including the Medical Center), laundry facilities, Duke Stores (including the book store and **Duke Technology Center**), the **Duke Post Office** and **Duke Barber** in the Bryan Center, the **University Box Office**, the **Nasher Museum Café**, the **Washington Duke Inn**, **Student Health**, the **Outpatient Pharmacy at Duke South**, etc.

In addition to using flex or food points to purchase food on campus (including food trucks), you can order food from off-campus restaurants and have it delivered to on-campus locations. More information on program called **Merchants-on-Points (MOP)** can be found online (<https://studentaffairs.duke.edu/dining/merchants-pointsfood-trucks>). You will need to set up a Duke Card Verification Code (<http://dukecard.duke.edu/manage/index.php>)—a pin you use when you pay for the delivery.

Some local stores will give discounts to Duke students if you use your Duke Card to identify yourself. The **Duke Durham Discount Program** (<http://personalfinance.duke.edu/duke-durham-discount-program>) gives Duke students discounts in a number of restaurants, but there are also other non-food companies that offer discounts. Ask about it!

If your Duke card is lost or stolen:

If you lose your card, suspend it immediately by going online (<http://dukecard.duke.edu/manage/>) or, if during business hours, to the Duke Card Office. Deposits and food points on your money will be transferred to your new card. For further instructions see: <http://dukecard.duke.edu/replacement/index.php>.

If you need a card for residence hall access when Duke Card offices are closed:

If you lose your card overnight, when both the Duke Card office and the Link are closed, contact your resident assistant for a card that will provide access to your residence hall. If you don't know how to reach your resident assistant, see the Duke Reach website (<https://studentaffairs.duke.edu/dukereach1>) for information on how to reach the dean on call.

