
CatCard Demystified

As a member of OLLI at the University of Arizona (OLLI-UA), you are eligible to receive a University of Arizona CatCard. The CatCard and associated .edu email address can be used to receive student discounts and benefits offered by UA and the broader community.

In this guide you will learn:

1. What is a CatCard?
2. How do I obtain a CatCard?
3. How do I access my .edu email address?
4. What are the discounts and benefits of the CatCard?*

*Note: discounts and benefits subject to change.

What is a CatCard?



The CatCard is the official University of Arizona identification card. All students, faculty, and staff affiliated with the university carry the CatCard for identification. The CatCard features a digitized photo, digitized signature, Contactless SmartChip, and magnetic stripe. Having a CatCard allows a wide range of on-campus services such as

checking out library books, photocopying, printing, parking, and many times, restaurant discounts around the University area.

How do I obtain a CatCard?

The process to obtain a CatCard involves several steps. If at any point you become stuck, please call the OLLI-UA office at 626-9039. **Please do not contact the CatCard office directly.**

Your 5 Steps to Obtaining a CatCard:

- 1) Begin by completing a [CatCard Request form on the OLLI-UA website here](#). This information is automatically emailed to the OLLI-UA office when you hit "submit". The office uses the information provided to submit a DCC (or "Designated Campus Colleague") request to the University of Arizona. (*Note: It can take up to two weeks for the DCC request to be approved.*)
- 2) Once your DCC request is approved, you will receive **two emails**: one with your **"Employee ID"** and one with a **temporary password**.

Please note: These emails are not always easily recognizable. You will want to look for the subject line ***Action Required* University of Arizona Self Service**. If you are having difficulty locating these emails, or if it has been longer than 2 weeks since you submitted your CatCard request, please contact the OLLI-UA office.

- 3) Use your Employee ID and temporary password to create your **NetID** [here](#). You will need your Employee ID later, so make sure you write it down. After you have created your NetID, you will need to enroll in NetID+, which is a second factor security program. You will need your cell phone.

If you are having trouble creating your NetID or have misplaced your temporary password, you can call [UITS](#) (520-626-8324) for 24/7 IT Support. You will need to provide the Employee ID assigned to you in step 2. If you cannot locate your Employee ID, please call the OLLI-UA office for assistance.

- 4) Once your NetID is set up, you will use it to log into **UAccess Employee/Manager Self Service** (<https://uaccess.arizona.edu>). After you are logged in, click Main Menu > Self Service > CampusColleagues, where you'll be asked to confirm your contact information and accept your DCC agreement.

5) Once you've completed step 4, wait 24 hours to ensure the system has updated. **You're ready to go to the CatCard office!** Please bring a government or state issued photograph identification such as a driver's license, state identification card, or passport, your "Employee ID" number, and your CatCard. Terms and Conditions CatCard forms can be printed at home or filled out in the CatCard Office. [Click here to view the office hour and location information.](#)

Cat Card Application Link:

https://catcard.arizona.edu/sites/default/files/catcard_terms_conditions.pdf

Note: The CatCard office is in the University Bookstore Lower level, Room 104

CatCard Care



Damaged Card: Do not punch any holes, bend or damage the card, as it will cost \$25 to replace. [ID Lanyards are available at the University of Arizona Bookstore here.](#)

Lost Card: A CatCard replacement card costs \$25.00. If you find your old CatCard, that one will no longer work. You can only hold one CatCard at a time.

Stolen Card: The \$25 fee will be waived with a police report and a copy must be presented at the Cat Card Office or pay \$25 and you'll receive a refund once a police report is submitted via email or fax to the CatCard Office (within 90 days). Do not call the CatCard Office to inactivate the card. If you actively use the library or the Recreation

Center, call them as soon as possible to avoid any unwanted activity on your card.

Email Access

How do I access my .edu email address?

When you create your **NetID**, a UA .edu email address is automatically created for you. Your email address is your **NetID**@email.arizona.edu.

For example, if your NetID is wilburwildcat, your .edu email address would be wilburwildcat@email.arizona.edu.

To access your .edu email address, complete the following steps:

1. Open your web browser and navigate to outlook.office.com.
2. Type in your .edu email address and hit next. You will then be redirected to a UA sign in page.
3. Once the UA sign in page has loaded, log in to your email account using your **NetID** and **Password**. It will ask for the NetID+ function as well.
If you have any trouble accessing your .edu email account or would like help forwarding your .edu emails to another email address, please contact UITS at 520-626-8324.

***Note: OLLI-UA members are considered “Designated Campus Colleagues” and are not students as defined by the University of Arizona. While you may be eligible for student discounts, restrictions may apply.**

Discounts & Benefits

Now that you’ve obtained a CatCard and an .edu email address, it’s time to reap the rewards— and there are many!

There are three methods you can use to receive discounts and benefits:



To take advantage of online UA benefits, you will need to log in with your **NetID and password**. UA benefits include: your UA email, the library's online streaming services, access to Office 365 software, and more.



To receive student discounts in-person, you will need to provide your **CatCard**. For example, you can use your CatCard to obtain free and/or discounted entrance to museums on campus. You may also be able to receive student discounts at select businesses in the Tucson area.



Many online retailers offer a student discount if you have a **.edu email address**.

But how do I know what benefits and discounts are available to me?

Since CatCard benefits and student discounts change frequently, there is no comprehensive reference list. The best way to find out what discounts are available to you is to google "student discounts .edu email address" or "student discounts Tucson, AZ". There are many places online that outline available student discounts*, such as:

- [College Info Geek](#)

CatCard Benefits at the University of Arizona include:

- Free or discounted entrance to museums on campus, such as the Arizona State Museum, University of Arizona Museum of Art, Arizona History Museum, and more. [Click here for a list of museums on the University of Arizona campus.](#)
- University of Arizona Library privileges which include: [checking out books, journals, and technology](#). You can also access library computers, online resources*, and interlibrary loan with your NetID.

*Including Kanopy, an award-winning video streaming service that provides access to more than 30,000 independent and documentary films — and [free Great Courses. Access Kanopy, and other library resources here.](#)

- Create a personal Zoom account with the University of Arizona credentials.
- **Volunteer Opportunity!** Become a Tech Host with OLLI-UA! Contact the OLLI-UA Office with any questions at ollimail@arizona.edu

- **FREE Microsoft Office365, which includes:**

- 1TB of OneDrive online storage
- Office software: Word, Excel, PowerPoint, OneNote
 - Online, accessible from any browser, with files that can be shared for collaboration
 - Downloadable desktop and mobile versions for up to on 5 PCs or Macs, 5 tablets (Windows, iPad, and Android), and 5 phones
- Delve, Sharepoint, Sway, Forms, Planner, Video, SharePoint, Newsfeed, Yammer
- Go to <https://www.office.com/> and sign in with your UofA e-mail address (your netid@email.arizona.edu). It will take you to the University sign in page, where you will sign in with your NetID and password. You will also need to enter the two-factor authentication. Once you are signed in, look for the button marked “Install Office.” Click it, then click “Office 365 apps.” If you need any help with this process, please call UITS 24/7 at 626-8324.

- Ability to purchase a membership at the University of Arizona Campus Recreation facility with a valid CatCard. [Click here for membership details.](#) OLLI-UA Members are qualified as Affiliates of the University of Arizona and are not eligible for student memberships.

- Access to the [UA Campus Motorist Assistance Program](#) which is a FREE program offered to all UA affiliates. **Within University property boundaries**, Parking and Transportation Services can help you when you lock your keys in your car, get a

flat, run out of gas, or have a low battery. Call 621-AUTO.

Additional benefits* reported by OLLI-UA members include:

- Education pricing on [select items for sale](#) at the apple store
- Biosphere 2 ticket discount: [Click here for admission details](#).
- Movie theater discounts: [Park Place Theatre](#) offers student discount rates for select showings.
- Discounts at select restaurants and businesses around the Tucson area. If in doubt, just ask! Visit [Main Gate Square](#) for a list of exciting shops and restaurants near the University of Arizona!

*** Please note that these offers are not made by OLLI or UA and are subject to change.**