

Bissell Access Fob

About your new access fob

Your new access fob grants you 24-hour access to the Bissell building, our classrooms, student common rooms such as the lounge and quiet study rooms, and other specific areas depending on your program of study.

Successful “fobbing” technique

We recommend you hold the fob between your thumb and index finger. Then simply rest your index finger in the very center of the black sensor (see photos). The sensor will read through your finger. When the green light appears, you have been granted access – turn the handle downward to enter.

Fob expiration & HotSpots

For security, your fob is programmed to automatically expire every seven days. Remember to refresh your fob at least once a week to keep it active and up-to-date. Should your fob expire, simply reactivate it at the HotSpot located inside the entrance of our lobby (see bottom photo). When you present your fob to the HotSpot a blue light will flash for a few seconds, followed by a green light. **Do not remove your fob until you see the green light.** We also have a second HotSpot installed outside our building near our accessibility door. This allows you to reactivate your fob even when your fob has expired and you are locked out of the building.

Lost fobs and refunds

Should you lose your fob, please report it to Student Services immediately. We will replace the lost fob, but require an additional \$20 cash or cheque deposit. At the end of your program of study, Student Services will refund your deposit on the return of your fob.

Questions & assistance

For all questions and concerns regarding Bissell building access, please contact our Facilities Coordinator, Glen, at glen.menzies@utoronto.ca



Proper fob technique



Proper fob technique



Refreshing at HotSpot