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### CashStripe Program to be Discontinued

On June 11, Northwestern University Library will upgrade its printing system, which will affect how patrons pay for printing and add funds to their printing account. In conjunction, the WildCARD Office will phase out the WildCARD CashStripe program. The end of this program affects funds on a user’s WildCARD CashStripe added by using a cash-to-card machine. These funds are different from Munch Money. The termination of the CashStripe program will not affect the use of a WildCARD for debit or any other payment programs.

The new library printing system offers:

- Card swipe payment system
- Secure, web-based user portal to manage accounts and funds.
- Secure printing with a four-digit PIN
- Ability to add funds with credit card, debit card, or cash
- Release print jobs from any location on campus to any library printer
- Improved wireless printing
- Ability to track user carbon footprint

As of June 11, 2012, users with a WildCARD will be able to use any unspent CashStripe funds in the following ways until January 31, 2013:

- Transfer funds to the library’s new PaperCut printing & copying system.
- Spend funds at a vending machine that accepts the WildCARD CashStripe.
- Spend funds at Kafe Kellogg in the Jacobs Center.

After January 31, 2013, you will no longer be able to transfer or spend WildCARD CashStripe funds and any money left on your card will be lost.

For questions about the library printing system, email library@northwestern.edu or call 847-491-7658. For questions about the CashStripe program, email wildcard@northwestern.edu or call 847-467-6843.

### Lurie Children’s Hospital Opening on Chicago Campus

The Ann & Robert H. Lurie Children’s Hospital of Chicago, opening on June 9, is an exciting new addition to the Northwestern Chicago Campus. In preparation for the additional Chicago Campus visitors and anticipated vehicular traffic, University Services has expanded some shuttle service and adjusted parking garage assignments.

### Expanded Union/Ogilvie & Saferide Shuttle Service

Effective May 23, Northwestern Chicago Campus shuttle service recently expanded to accommodate new riders from Lurie Children’s Hospital. The Chicago Campus partners (NU, NMH, Lurie Children’s, NMFF and RIC) have added additional

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Lurie Children's Hospital Opening on Chicago Campus
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buses to the Union/Ogilvie Train Station route and Saferide Shuttle Chicago route to accommodate the growth in riders.

To view the schedules, visit the Train Station Shuttles web page and the Saferide Shuttle Chicago web page. Please note that these schedules are subject to change as we continue to assess ridership patterns.

In addition, we switched from the smaller mini-buses to larger transit buses on the Randolph/LaSalle Train Station Shuttle service. For questions about NU shuttles, contact us at shuttle@northwestern.edu.

New Parking Garage at 441 E. Ontario
With the additional patients and visitors coming to Lurie Children's Hospital, the Chicago Campus partners decided to make the Huron Superior Self Park garage a dedicated patient/visitor garage. As a result, we had to change parking garage assignments for some NU employees. Many of these reassignments will be to a new facility at 441 E. Ontario which opens June 1. This facility is an employee-only garage for employees of NU, Lurie Children's, NMH, and RIC. If you are subject to reassignment, you should have already received communications from University Services. For questions, contact chicagoparking@northwestern.edu.

Spring Cleaning to Summer Shredding
FREE for one day only! ShredX, Northwestern's Preferred Vendor for document destruction, will have document drop-off trucks posted at convenient locations on each campus. Bring sensitive materials from your department/school for free shredding. Please note: Materials must be from a Northwestern department or school. Personal documents will not be accepted.

Why Shred Your Documents?
- Reduce risk
- Comply with university guidelines regarding confidential information
- Prevent consumer fraud and identity theft
- Clear out your office
- Conserve paper - 100% of shredded paper is recycled

July 17: Chicago Campus
11:00 am - 12:45 pm Rubloff Dock
1:15 - 3:00 pm Tarry Dock

July 18: Evanston Campus
11:00 am -12:45 pm South campus location TBD
11:00 am - 3:00 pm North campus location TBD
1:15 - 3:00 pm Norris Dock

Note: Materials may or may not be shredded on-site, depending on drop-off location and truck type. If you have more frequent shredding needs, contact ShredX at northwestern@rentacrate.com or 800-427-2832 to arrange regular service at a competitive rate.

For more information, visit the Purchasing Resource Services News web page and the NU Retention of University Records Policy. For questions, contact purchasing@northwestern.edu.

Transportation News

BIKE COMMUTER STATIONS
The Chicagoland Bike-to-Work week is June 9-15. To celebrate, we will host Bike Commuter Stations on June 13. Bicyclists will be able to purchase Kryptonite locks at cost from University Police, and bike mechanics will be on hand to offer a free safety check or lube and air. And of course, refreshments will be provided. For more details on the day’s activities on each campus, visit the University Services - Bicycle web page.

June 13
Evanston Campus Chicago Campus
3:30-5:30 pm 7:00-9:00 am
Jacobs Center Lurie Center

We also encourage NU employees to register for the Active Transportation Alliance’s Bike Commuter Challenge. This is a fun opportunity to compete with other Chicago organizations to see who can be the greenest and healthiest.

SHERIDAN ROAD CONSTRUCTION WILL AFFECT SHUTTLES
Following commencement activities in June, the City of Evanston will be installing new traffic lights along Sheridan Road in front of the Garrett parking lot. This work will continue through the middle of September. Construction will lead to periodic lane closures that will impact shuttle pick-up and drop-off locations. As we have more details, we will send out a bulk email to the campus community. You can also visit our Transportation News web page for updates.

BIKE COMMUTERS LISTSERV
Do you ride your bike to work and want to get tips and updates from others who bike? Sign up for the new NU listserv for bike commuters. To sign up:
1) Send an e-mail to listserv@listserv.it.northwestern.edu
2) Leave the subject line blank.
3) Type the following command in the message:
   SUBSCRIBE bike-commuters Firstname Lastname

For questions, contact Jessica Jacobs at 7-2491.
Moving Across Campus? Don’t Forget to Change Your Address

If you have recently changed departments or if your department recently moved, please make sure that your campus address is updated in the Online Directory section in FASIS Self-Service. Mail Services uses this directory to look up names when the address on a piece of mail is incomplete, so accurate information will help get your mail to you in a timely manner.

Vending Promotion Continues: Win a Barnes & Noble Gift Card!

You still have an opportunity to win a $10 Barnes & Noble gift card (redeemable at Abbott Hall and Norris Center book stores) simply by purchasing an item from a Canteen snack vending machine.

When you purchase something from a snack vending machine, look for a sticker (pink, yellow, green, or orange) on the back of the item. If you see a sticker, you’ve won! To receive the gift card, simply present the sticker to either WildCARD Office to claim your $10 gift card. To find the vending machine nearest you, visit our Vending web pages. Good luck to all and thank you for your patronage!

Need Campus Mail Envelopes?

Do you need more campus mail envelopes? Rather than order new envelopes, contact Mail Services for more. At the same time, if you have a stack of envelopes hanging around your office that you no longer need, contact Mail Services at 1-7227 in Evanston or 3-8131 in Chicago to pick them up.

WildCARD Advantage Spotlight

FIT GIRL STUDIO

Fit Girl Studio is a hip fitness mecca offering specialty fitness classes in Chicago with fun group workouts that are designed to burn fat, provide core conditioning and maximize toning, all with an upbeat atmosphere that will keep you energized. They offer classes for yoga, spin, barre and more!

1642 Maple Ave.
Evanston, IL 60201
847-869-4475
www.fitgirlstudio.com
contact@fitgirlstudio.com
Discount: 20% discount on all classes and packages
www.wildcardadv.northwestern.edu

Alternative Transportation Option: Pace Rideshare

Is the price of fuel driving up your commuting costs? Try carpooling! Northwestern University, in conjunction with Pace, offers a Rideshare program for all full-time employees. Carpooling is an economical, convenient and environmentally-friendly way to commute to work. This program was developed in partnership with the Chicago Campus partners (RIC, NMH, NMFF) as well as the City of Evanston and Rotary International. Benefits of participation in the Rideshare program include:

• Reduce gas, toll, maintenance and insurance costs
• Help reduce traffic congestion
• Conserve energy and improve air quality
• Reduce stress by sharing driving responsibilities

Full-time Northwestern employees who plan on carpooling at least three times a week and live outside the parking boundaries* for their campus are eligible for the program. Northwestern has also created an Emergency Ride Home Program (ERH) for registered PACE Rideshare participants from NU in the event of a personal and urgent emergency. Qualified ERH reimbursements will cover taxi rides and single Metra, Pace, or CTA tickets home.

For more information and registration forms, visit the Rideshare page on our website.

*Parking Boundaries: Chicago – North of North Ave, West of Halsted and South of Congress; Evanston – North of Central, West of Ridge and South of Lake
Beware of Malware While on Hotel Internet Connections

The FBI recently released a security warning to travelers who use their laptop computers on hotel internet connections. There has been an increase of malicious software that users are unknowingly installing on their laptops while traveling abroad. The FBI press release describes how this is done:

“In these instances, the traveler was attempting to set up the hotel room Internet connection and was presented with a pop-up window notifying the user to update a widely used software product. If the user clicked to accept and install the update, malicious software was installed on the laptop. The pop-up window appeared to be offering a routine update to a legitimate software product for which updates are frequently available.”

The FBI recommends that people who use their laptops when traveling abroad take extra precautions when using a hotel internet connection. They recommend that you perform any necessary software updates before traveling, and if you must update something while traveling, you should do so only directly from the software provider’s website. For more information, view the FBI press release on their website. For more travel news and tips, visit the Travel Services website.

Compass Error Troubleshooting

Have you received a “403 Access Forbidden” error when trying to log into Compass? If so, try clearing the cookies and cache on your Web browser using the NUIT instructions. Then, close your Web browser completely (all open tabs and windows). Finally, re-open the browser and navigate back to the Compass log-in. If this doesn’t work, try to log in to Compass from a different Web browser. If you are still unable to log in and you are a current, benefits-eligible faculty or staff member, contact the NUIT help desk at 847-491-HELP (4357) or open a Support Request.

For more information about Compass online reservations, visit our Travel website.

Residence Inn Downtown Chicago Offers Extended Stay Discounts

Travel Services recently secured an agreement with the Residence Inn Downtown Chicago for extended stay discounts for NU faculty, staff and students. The hotel offers complimentary breakfast buffets, evening receptions (Tuesday-Thursday), and a full-service business center. For more information, visit the Travel Services Extended Stay Hotels web page.

Forms Required for Contractor and Part-time/Temporary Employee IDs

To obtain an NU-issued ID card for contracted workers or part-time/temporary employees, the employee’s supervisor/administrator must submit the appropriate form to the WildCARD office. Forms can be mailed in or emailed directly from the PDF. Please note: Emails from supervisors will not be accepted. These forms are easily accessible on the WildCARD website.

After the form is submitted, the contracted worker or part-time/temporary employee should go to the WildCARD office with their employee ID number and a picture ID (driver’s license, state ID, or a valid, unexpired passport) to obtain the card. More requirements and details are listed on the WildCARD website.

For questions about this process, email wildcard@northwestern.edu or call 7-6843.
Contact Lab Services to Pick Up Empty Gas Cylinders
Did you know that lab gas cylinders incur a monthly rental charge while they’re in your lab? If your gas tank is empty or you no longer have use for the gas, contact Lab Services to collect the gas cylinder and prevent unnecessary charges. It’s easy – just fill out the Evanston Pick-Up Form or Chicago Pick-Up Form.

Vendors Offer Free Return of Toner Cartridges
While Mail Services offers free pickup of used toner cartridges from desktop printers and fax machines, used toner cartridges from copiers must be handled differently. All of our Copier Management Program Vendors (Ricoh Business Solutions, Regal Business Machines, and Gordon Flesch) offer programs to return used toner cartridges free of charge.

Ricoh Business Solutions
Ricoh’s program utilizes one of the companies they own, IKON, and requires that users register at their website to request boxes and labels to return cartridges. Once an account is set up, there are a couple of ways users can use the program:
- Users can log in to their account at www.ikonrecycling.com and request free mailing labels to use with their own boxes
- Users can log in to the account and request boxes with prepaid labels
The program is designed to be very eco-friendly; therefore, there are some parameters around the quantities that are sent back. The minimum number of toner or ink cartridges is four per prepaid label so that less material and fuel are used to recycle the product.

Note: This program is free of charge for all Ricoh cartridges as well as any other toner cartridges that need to be recycled (such as HP).

Regal Business Machines
Regal’s recycling program is administered through Konica Minolta and can be accessed on their website. Whether you have a single Konica Minolta desktop printer, an entire fleet of bizhub multi-function printers, bizhub PRO or bizhub PRESS production print equipment, you’ll be able to recycle toner cartridges and consumables including waste toner boxes, imaging units, developer or developer units and drums.

For small quantities, single consumable items can be recycled by printing a postage paid UPS label. Simply apply it to the new box containing the used consumable item and ship via UPS. For larger quantities, a recycling box designed to hold 10-15 items (consumables only, not shipping materials) can be ordered. Simply assemble the box and the reusable lid and place it in your office. When the box is full, you can print out a UPS label from this site, apply it to the box and ship via UPS.

Note: Only Konica Minolta Clean Planet boxes can be accepted. This program is for Konica Minolta branded consumables only.

Gordon Flesch
Gordon Flesch’s recycling program is administered through Canon and can be accessed on their website. You need your machine’s serial number from the electrical information label (rating plate) of your machine to return your cartridge using this web site. (The serial number may be located on the back bottom or side of the machine.) You will need to create a login and password.

If possible, please return more than one cartridge per shipping label (two or more) to help conserve resources, and reduce energy use and shipping costs. Cartridges are returned via FedEx.

Note: Canon only authorizes the use of this site to print labels to return Canon brand cartridges. You have to print one label per shipment.

Regardless of the vendor you use, once the box is ready to be shipped with the prepaid label attached, it can be given to your mail carrier if you don’t have a UPS or FedEx pickup in your building.

Long-Time Employees Recognized
Several University Services employees were recently honored at the NU Staff Recognition Luncheon for their years of service. We thank them for their dedication and hard work over the years:
- Derek Hill - 30 years
- Wayne Barrett – 25 years
- Dwight Taylor – 25 years

U.S. Bank Changes Hours at Norris Branch
Effective June 11, the U.S. Bank branch at Norris University Center will be changing their hours of operation to 8:30 am – 5:00 pm. To learn more about U.S. Bank services on campus, visit the WildCARD Banking web page.
Vendor Expos Connected Buyers with Vendors

Thank you to everyone who attended the 2012 Annual Vendor Expos in March. More than 75 vendors participated in the Expos, displaying a variety of products and services from computers to office supplies to travel services. The Expos are always a terrific opportunity for University employees to interact with vendors and ask questions about their services.

If you missed the Vendor Expo and would like to learn more about the University’s Preferred Vendors, visit the Purchasing Resource Services website. If you have feedback about the Expo, contact Jessica Jacobs at 7-2491.

University Services Directory

Brian Peters, Director  1-8420
Chicago Campus Fitness & Recreation
Jeff Levin, Manager: 1-5993

Laboratory Supplies
Chicago Stockroom: 3-7520
Evanston Stockroom: 1-8621
Stockroom Billing, Ellen Barnes: 1-3274
Gases, Tank Rental & Dry Ice: 3-8828
Calibration Services, Ellen Barnes: 1-3274

Mail & Shipping
Tom Luczkowiak, Sr. Manager: 1-8411

Marketing & Communications
Jessica Jacobs, Manager: 7-2491

Moving Services
Chicago Campus: 3-8129
Evanston Campus (FM): 1-5201

Office Supplies & Equipment
Copier Management Program,
Tom Luczkowiak, Sr. Manager: 1-8411
Equipment Maintenance Program,
Ellen Barnes, Manager: 1-3274
Computer Recycling Program,
Ellen Barnes, Manager: 1-3274
Surplus Property Exchange: 7-2491

Printing, Duplicating & Copyright Clearance
FedEx Office Evanston: 1-3113
FedEx Office Chicago: 3-8995
Tom Luczkowiak, Manager: 1-8411

Purchasing Resource Services
Jim Konrad, Director: 1-8121
iBuyNU, Keith Paddy: 7-6963

Shipping & Receiving
Chicago: 3-8500
McCormick: 1-5424

Trademark Licensing
Ellen Barnes, Manager: 1-3274

Transportation & Parking
Shuttles: 3-8129
Chicago Campus Parking: 3-1103
Bus Charters: 3-4147
Motor Pool, Evanston: 1-3560
Motor Pool, Chicago: 3-4147
Marge Grzeszczuk, Manager: 3-5445

Travel Services
Jeff Levin, Manager: 1-5993

Vending
Ellen Barnes, Manager: 1-3274

WildCARD
Evanston Campus: 7-6843
Chicago Campus: 3-0548
Art Monge, Manager: 7-3135

WildCARD Advantage Program
Jessica Jacobs, Manager: 7-2491

University Services Website Upgrades

Web Communications recently completed a visual redesign of the University Services website. The new design is more user-friendly and clearly communicates our services, policies, news and events. The site is now also easy to navigate on a mobile device. If you have any questions or comments about the new site, contact Jessica Jacobs at 7-2491.