

## ATTENTION: Wellness & Rec Center Community Member

PCC Wellness & Rec. Center has completed the transition to scan only access to utilize this facility and the door is locked and will only open with appropriate scan access.

To get access to this work-out facility, you will need to:

### STEP 1:

**Complete** a new community membership application & agreement. This new application is located online at this link [https://pueblocc.formstack.com/forms/rec\\_02](https://pueblocc.formstack.com/forms/rec_02)

### STEP 2:

**Pay** membership rate (minimum of two (2) months at a time at the Cashier's Office) & **Email** a copy of your receipt to [Shirley.Carey@pueblocc.edu](mailto:Shirley.Carey@pueblocc.edu)

- **Cashier's Office** (2<sup>nd</sup> fl., Student Center, near elevator) & open Monday–Friday, 8am–5pm
- Membership rates can be found on this website <https://pueblocc.edu/RecCenter>

### STEP 3:

**Complete** the form to request scan access & **Return** your completed form to the Welcome Center (form is available at Welcome Center or flyer holder outside of the Rec Center)

- On the form, provide your: email, first name, last name, and cell phone number for mobile scan access
- Welcome Center (1<sup>st</sup> fl., Student Center) & open Monday–Friday, 8am–5pm

After you complete and return the form to the Welcome Center, it will be processed and you will receive a follow-up email from “[HIDOrigo@cloudservices.hidglobal.com](mailto:HIDOrigo@cloudservices.hidglobal.com)”

### STEP 4:

**Check your** email that you provided on the form (referenced above)

- **Open email & follow the instructions** to install the “HID Mobile Access App” – the invitation code **will expire in 5 days** – please complete this as soon as possible
  - **Check your junk mail** to ensure that you don't miss this email

**AFTER** you complete **all the steps** (outlined above), install and activate the “HID Mobile Access App” from your **email**, you will have scan access to use the facility

- **Access may take up to 24 - 48 hours AFTER, you complete all steps above**
- If you have any issues with door access, please email Shirley Carey at [Shirley.Carey@pueblocc.edu](mailto:Shirley.Carey@pueblocc.edu) from your **email to share the details of your access concern—also include your first and last name**

**For more information**, visit this webpage <https://pueblocc.edu/RecCenter> or call the Wellness & Rec Center front desk at **719.549.3063**.

Have a great day!

Wellness & Recreation Center Team