



جامعة
حمد بن خليفة
HAMAD BIN KHALIFA
UNIVERSITY



عضو في مؤسسة قطر
Member of Qatar Foundation

HBKU Campus ID My Badge

HBKU Campus ID (My Badge)

بطاقتي
MyBadge

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MyBadge

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عضو في مؤسسة قطر
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طالب
Student

محمد رمضان بن أبي بكر
Muhammed Ramsan
Cheerakkolil

كلية العلوم الإنسانية والاجتماعية
College of Humanities
and Social Sciences

2023-6687532

في حالة الطوارئ، يُرجى الاتصال بفريق أمن جامعة حمد
بن خليفة على ٤٤٥٤ ٠٩٩٩

تظل هذه البطاقة ملكًا لجامعة حمد بن خليفة.

في حال العثور عليها أو ضياعها أو تلفها، يجب على
حامل البطاقة إخطار فريق الأمن بجامعة حمد بن
خليفة على الفور.

In case of emergency, please call HBKU Security
at 4454 0999.

This card remains the property of HBKU.

If found, lost or damaged, holder must notify
HBKU Security immediately.

buildingsecurity@hbku.edu.qa

658244 94359435-84

© HID iCLASS DL



HBKU Campus ID (My Badge)



1. It's an identification system for students, staff, and contractors.
2. It allows you to enter the HBKU facilities.



Rules

1. Students must ensure that all information to be provided are correct & true.
2. Students must be responsible for the usage of his card and ensure not to duplicate, misuse, or share the card with unauthorized person.
3. Students to present the damaged or old CARD to replacement at the HBKU Security building entrance desk so that I can collect the new one.
4. Students must return to HBKU Security building entrance desk at the end of his/her service.
5. Students must report to HBKU Security in case they lose their card.



Requirements

Must have a valid QID or Passport

For QID:

- to complete the QID card number, expiration date, and attach front & back side of QID.

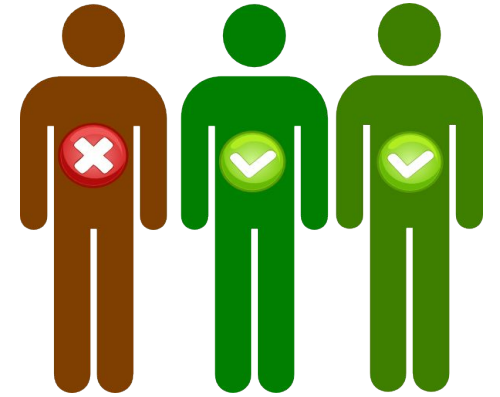
For Passport:

- to complete Passport number, passport issued date, expiration date, PR/Visa Number, RP/Visa issued date, PR/Visa expiration date, attach copy of passport, attach copy of RP/Visa.



Eligibility

- **New active students.**
(Confirmed by Registrar Office)
- **Existing students currently enrolled in the classes.**
(Confirmed by Registrar Office)



Benefits

- Serve as a form of instant identification for everyone in the building.
- Make it easy to identify students, preventing unauthorized persons from gaining access to the premises for better security.
- Enhances Professional Image and Branding.
- Accessibility to HBKU Buildings, Laboratories, etc.
- Utilization of QF JOOD Privilege Program.





How to Submit a Request Campus ID (My Badge) Request

How to Submit a request



How to Login?

- **Navigate to** <https://iprocess.hbku.edu.qa/>
- Login with HBKU Email ID and Password

Hamad Bin Khalifa University

Sign in

tawfik@hbku.edu.qa

.....

Sign in



How to Submit a request



How to Authenticate

- **Authenticate with DUO**
- **Click on Send me a Push and approve from your mobile.**

For security reasons, we require additional information to verify your account

Settings

Send Me a Push

Enter a Passcode

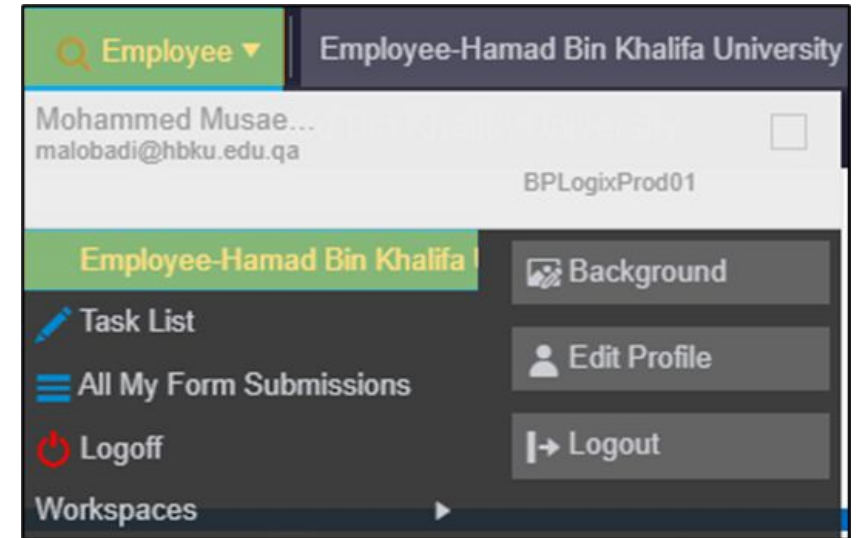
Remember me for 4 hours



How to Submit a request

STEP 3

All USERS of HBKU can submit this request.



How to Submit a request

STEP 4

- Under the **University Facilities Support & Services Tab**, In the **Campus ID My Badge Request Forms Section**
- Click on **Campus ID My Badge Request Forms**

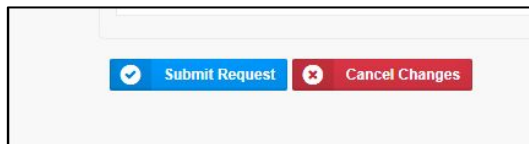
The screenshot displays the MyBadge user interface. At the top, there are navigation tabs: 'USER PROFILE- HOME', 'PENDING TASK LIST', 'FORMS I CAN SUBMIT' (highlighted in yellow), and 'FORMS I SUBMITTED'. Below this is a blue header bar labeled 'Services Offered'. Underneath, there are more tabs: 'SPONSORED RESEARCH OFFICE', 'UNIVERSITY FACILITIES SUPPORT & SERVICES' (highlighted in yellow), and 'UNIVERSITY TECHNOLOGY SERVICES'. The main content area is titled 'University Facilities Support & Services (5 items)' and includes a sub-header 'List of services offered/owned by University Facilities Support & Services.' There is an 'Actions: Run' button. A table lists five forms, with the 'Campus ID My Badge Request Form' selected (indicated by a checkmark in a box and a green background). The other forms are 'Form Name', 'Access Card Programming Request- General', 'Workplace Carpenter Service Request Form', and 'Workplace Maintenance Service Request Form'.



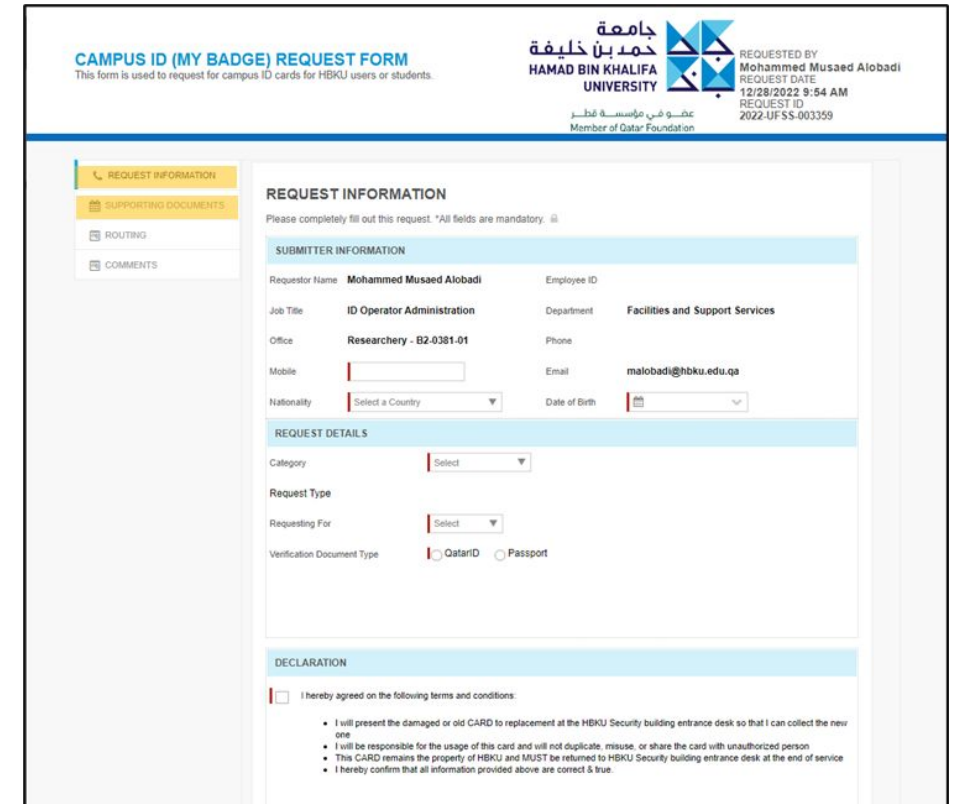
How to Submit a request

STEP 5

- Fill in the **details** and attach the required documents
- Attachments of required **documents; QID or Passport, and Photo**
- Click on **Submit Request**



Submit Request Cancel Changes



CAMPUS ID (MY BADGE) REQUEST FORM
This form is used to request for campus ID cards for HBKU users or students.

جامعة حمد بن خليفة
HAMD BIN KHALIFA UNIVERSITY
عضو في مؤسسة قطر
Member of Qatar Foundation

REQUESTED BY: Mohammed MUSAED Alobadi
REQUEST DATE: 12/28/2022 9:54 AM
REQUEST ID: 2022.UF.SS.003359

REQUEST INFORMATION
Please completely fill out this request. *All fields are mandatory.

SUBMITTER INFORMATION

Requestor Name	Mohammed MUSAED Alobadi	Employee ID	
Job Title	ID Operator Administration	Department	Facilities and Support Services
Office	Researchery - B2-0381-01	Phone	
Mobile	<input type="text"/>	Email	malobadi@hbku.edu.qa
Nationality	Select a Country	Date of Birth	<input type="text"/>

REQUEST DETAILS

Category:

Request Type:

Requesting For:

Verification Document Type: QatariID Passport

DECLARATION

I hereby agreed on the following terms and conditions:

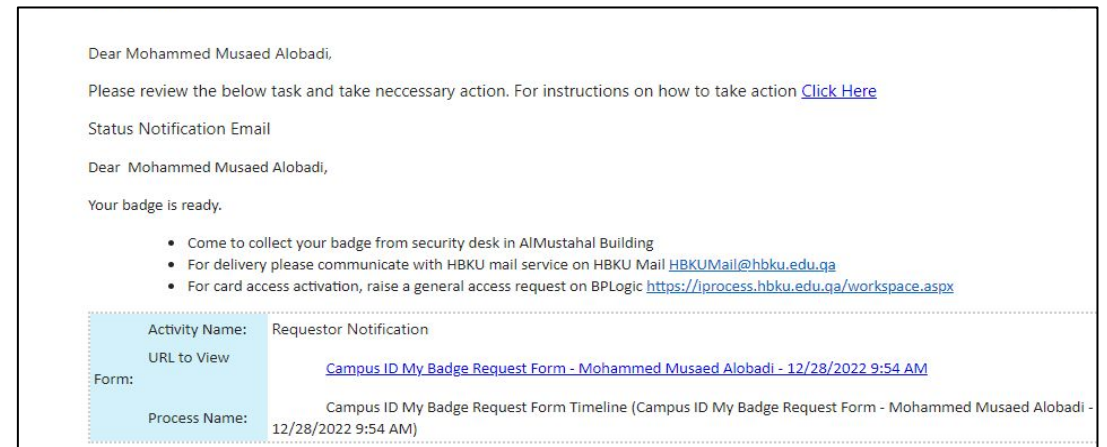
- I will present the damaged or old CARD to replacement at the HBKU Security building entrance desk so that I can collect the new one.
- I will be responsible for the usage of this card and will not duplicate, misuse, or share the card with unauthorized person.
- This CARD remains the property of HBKU and MUST be returned to HBKU Security building entrance desk at the end of service.
- I hereby confirm that all information provided above are correct & true.



How to Submit a request

STEP 6

- When you submit your request, you will receive an acknowledgement.
- Once your 'MyBadge' is ready, you will get an email to collect it.





شكراً
Thank you