# Procedures for Temporary Card Assignment

ESCA Badge Website and Access Information

You can access the ESCA Badge website from esca.org or directly from badge.esca.org. Simply enter your credentials and hit Sign In. If you forgot your password, choose that option below and reset your password

If you haven't logged in for a while use the forgot your password option to resend your information
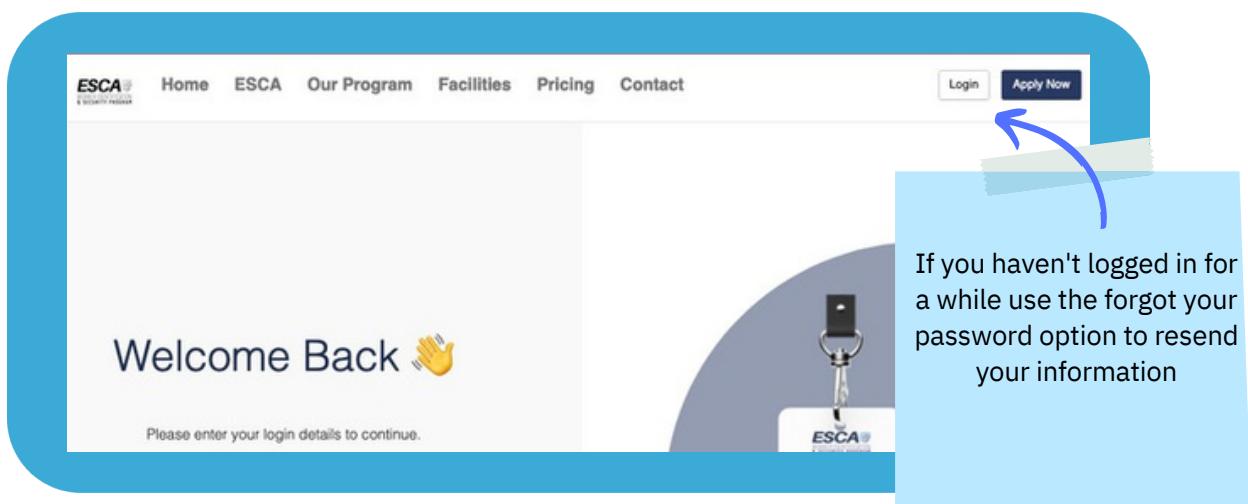
Once you are logged in you will see a side menu with options for the most popular tasks. Order Temp Access is one of the menu options shown with the arrow below.
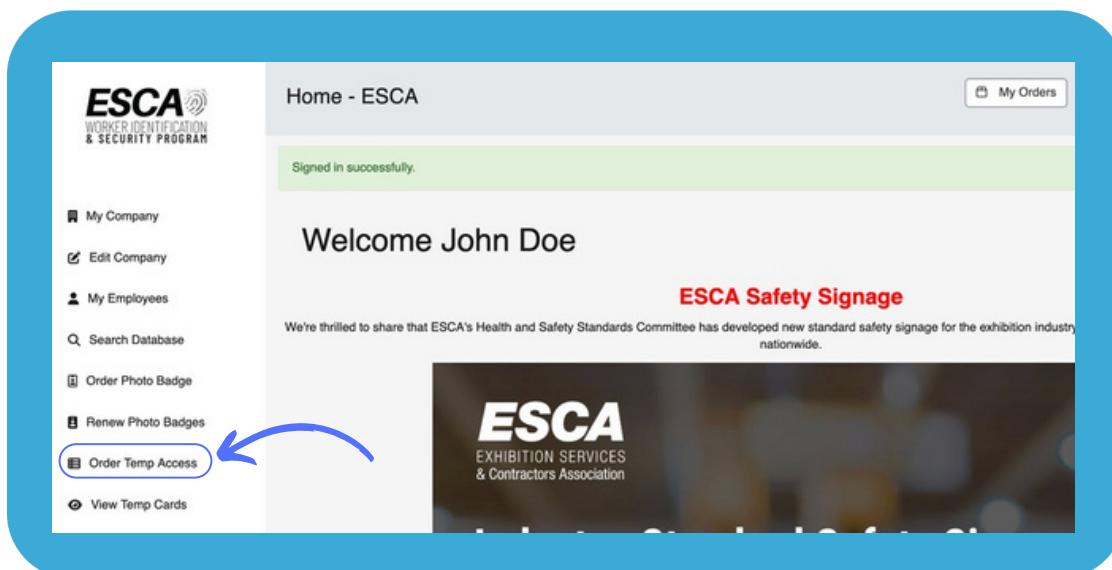
Temporary Badges

These badges are best used for casual or temporary workers. These display the company name and do not show a photo or employee name and are only valid for the calendar year. If you would like to order these badges you simply select Temp Access and enter the quantity you would like to order and hit submit to add to your cart.
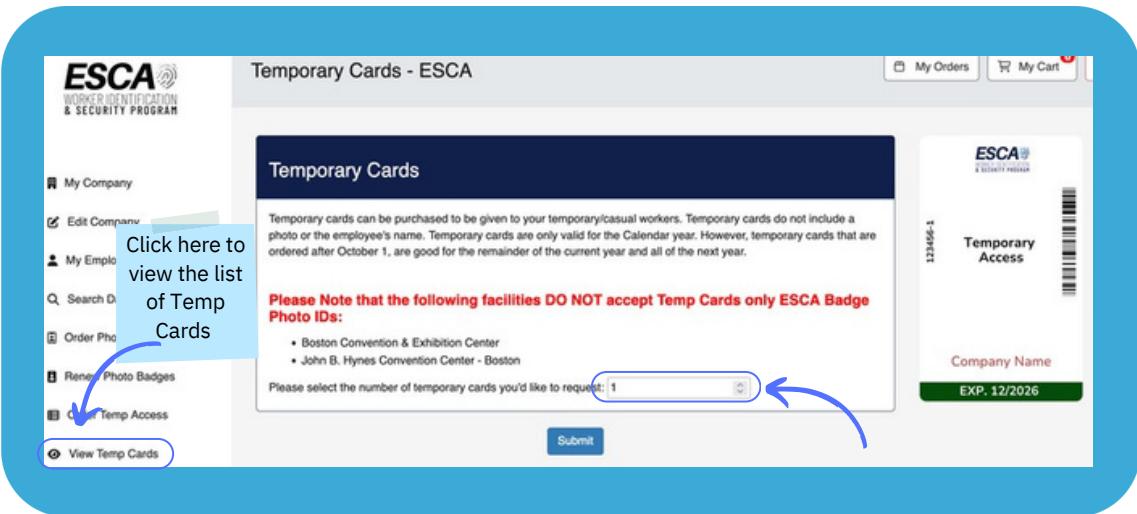
Once purchased you can manage these badges with the system and assign the badge to a specific person to track who has the badge by clicking on the + symbol. When the badge is scanned it will display the company name and the person's details if the badge is assigned.

Temporary Card Assignment

After clicking on the + button to begin the Temp Card assignment process a window will pop up to fill out the details about the person using the card. Fill out the form and click save when you are done.
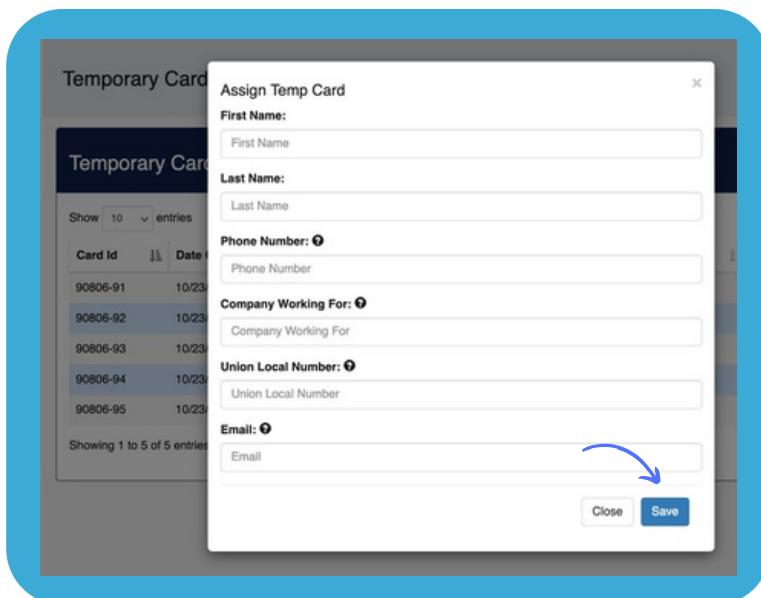
The list will update with the details of the person using the badge, to remove the assignment simply click on the - minus button to remove the assignment when the badge is turned in. Then it's ready to be assigned again.
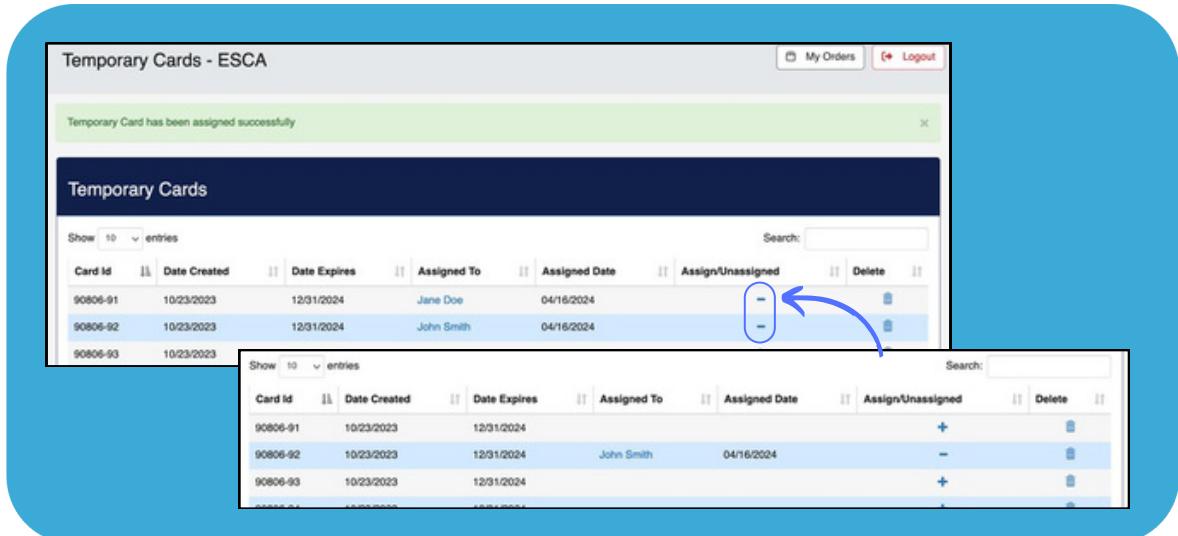
Temporary Card Scan Results

When the temp cards are scanned at the venue they will display the results based on the badge. If it has been assigned it will display the details on the screen for the security team. If it hasn't been assigned it will display the company details only.
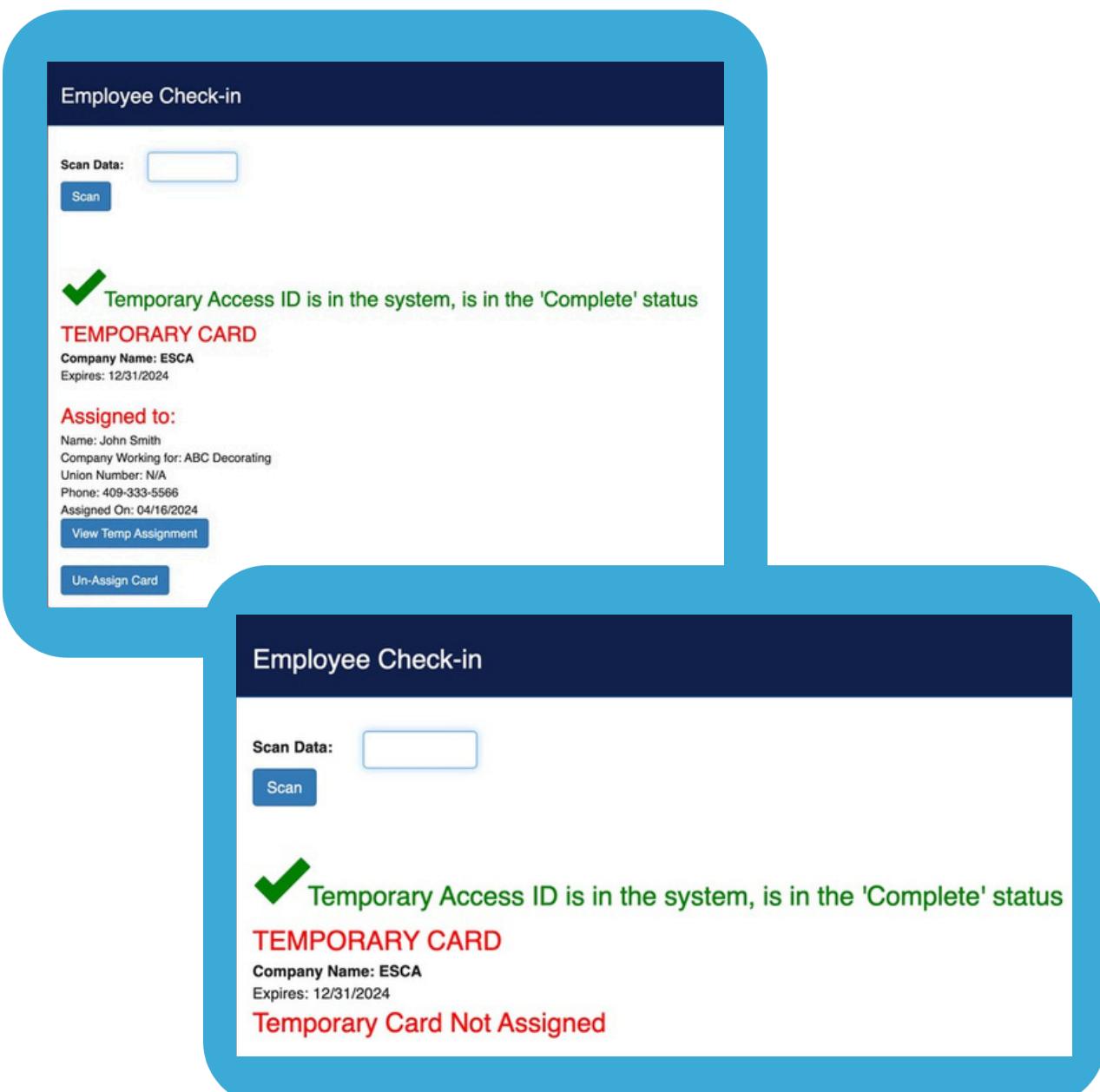
Employee Check-in

Scan Data: [   ]

[Scan]

✔ Temporary Access ID is in the system, is in the 'Complete' status

TEMPORARY CARD
Company Name: ESCA
Expires: 12/31/2024

Assigned to:
Name: John Smith
Company Working for: ABC Decorating
Union Number: N/A
Phone: 409-333-5566
Assigned On: 04/16/2024
[View Temp Assignment]

[Un-Assign Card]

Employee Check-in

Scan Data: [   ]

[Scan]

✔ Temporary Access ID is in the system, is in the 'Complete' status

TEMPORARY CARD
Company Name: ESCA
Expires: 12/31/2024

Temporary Card Not Assigned

The ESCA Team is here to help!

If you have questions or need assistance please reach out!
We are here to help in any way.

✉ **badge@esca.org**

📞 972-777-9282