Access details:

- All HUID card holders have 9-5, M-F access.
- HAA Faculty and Staff have unrestricted building access (after hours and weekends).
- HAA students, and pre-identified frequent HUID card holders have restricted access (8AM-6PM, Monday-Friday).
  
  *Please see Sean Fisher or Ann Janik to inquire about this access level.*

- For faculty members meeting with non-Harvard persons anytime during the day/week, or meeting with Harvard students after hours – the faculty member should instruct the visitor to call their office directly and the faculty member will coordinate escorting the person up.
For Harvard University ID card holders

- Once in the entryway vestibule, you will see a card reader to the right of the second set of doors. Tap the reader to release the door.

NOTE: If your ID card is in a wallet or card holder with other magnetic strip cards, the reader may not function correctly. In this case, remove your ID card and tap it separately on the reader.

- Before or after the hours of 9am – 5pm, the elevators also require an ID to unlock the controls.

Please Note: Use of stairs is not recommended, as stairwell doors are locked.
For guests without Harvard University IDs
(Applicable only during regular department hours, 9-5 M-F)

- For guests without Harvard IDs, there is a directory and keypad unit immediately to the right after you enter the front doors.

- Enter ##016 on the keypad, and an HAA staff member will answer the call and release the door lock.
- If you are having difficulties with the system, please call the HAA main number at 617-495-2377

Please Note: Use of stairs is not recommended, as stairwell doors are locked.