ODTÜPass USAGE RULES

1. ODTÜPass is available for use exclusively by our Academic and Administrative staff.
2. Visitors' entry to the campus may be carried out by creating a visitor pre-registration via https://odtupass.metu.edu.tr/. There is no restriction on visitor pre-registration for our members residing in university housing (including those staying in the Graduate Guesthouse). This user group may create pre-registrations for their visitors without any limitation on days or hours. Administrative staff members who do not reside in university housing may create visitor pre-registrations on weekdays between 06:00 and 17:30; outside these hours, visitor registration cannot be performed. Visitor registrations created within these hours must also be realized within the same specified hours, and visitors will be admitted to the campus only during these time periods. No visitor admission will be granted outside these hours.
3. The period for creating an advance visitor pre-registration through the system is limited to 5 (five) days.
4. Visitors for whom a pre-registration has been created may enter the campus after their identity documents are checked and their registration is verified by the advisory staff at the campus entrance gates.
5. In the event of any judicial or administrative incident involving individuals who come to our University as visitors, the staff member who created the pre-registration shall be held responsible.
6. If it is determined that user information has been shared with third parties, decisions regarding blocking the account for a period starting from 30 days or cancelling the user's access authorization shall be taken subject to approval by the competent authority.
7. Our members who wish to enter the campus on foot or by a different vehicle are required to scan their METU identification cards at the card readers located at the entrance gates or at the mobile card readers carried by our security personnel.
8. ODTÜPass may be temporarily restricted, when deemed necessary, by a decision of the Rector's Office.
9. Within the system, the personal data of our members and visitors are processed in a manner limited to the purposes specified by law. (The relevant information notice can be accessed at https://kvkk.metu.edu.tr/tr/system/files/aydinlatma_metinleri/aydinlatma_metni-kapi_gecis_sitemleri-kampus_giris-cikis.pdf).
10. ODTÜPass is managed by the Campus Technologies and Coordination Unit affiliated with the Office of the Secretary General. You may send your questions, opinions, and suggestions to ktkb@metu.edu.tr.