



# Area Access Manager (AAM) Training

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# Training Objectives

To gain an understanding and working knowledge of:

- Electronic Access
- Personal Identification & Access Credentials at WSU
- PPM 5-44a: Electronic Access Policy
- Requirement & Responsibilities
- Access Levels/Assigning Access
- How to use the Lenel Console

# Electronic Access

- ▶ Uses *electronic mechanisms* to activate door/lock hardware
- ▶ Uses a *credential* instead of a steel key to open a lock
- ▶ Can be hard-wired or wireless
- ▶ Can be *centralized (ACS)* on a network or a *stand-alone* unit

Area Access Managers manage access for areas included on the centralized system. How can you know which is which?

# Centralized Access

- Access to the centralized system is granted in Lenel OnGuard Console Access Manager by an Area Access Manager(AAM) or Backup Area Access Manger
- The system and locks are managed by your FM Key & Lock Shop
- Anyone wanting access must go through the proper AAM



Examples of ACS Locks/Readers

# Stand-Alone Locks

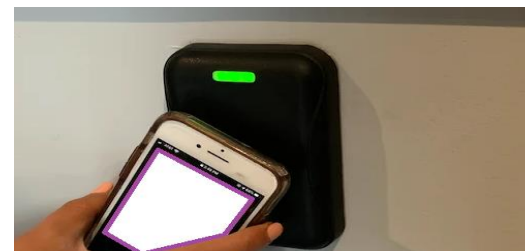
- Access to stand-alone locks can not be granted in Lenel OnGuard Area Access Manager
- These locks are departmentally managed equipment
- Anyone wanting access must contact the proper department
- These locks are unable to read Mobile Credentials
- We no longer able to install these types of legacy locks campus, nor can we repair them if they fail



Examples of Stand-alone Locks/Readers

# Credentials

- MAG Cards: (No longer using on door hardware)
  - Wildcards still have magnetic strip on the back
- PROX Cards:
  - Wildcard with *proximity* technology ability
  - Have *embedded circuitry*
  - Used by *presenting* them at a reader
  - Will be phased out in the near future
- Smart Cards: (New cards have bell tower on the front)
  - Replace Mag and Prox cards for access
  - More secure than a Prox card
  - Has an embedded integrated chip that acts as a security token, the custom encryption allows the lock and card to communicate with each other
- Mobile Credentials:
  - More secure than a Prox card
  - Any WSU affiliated personnel or student can get one

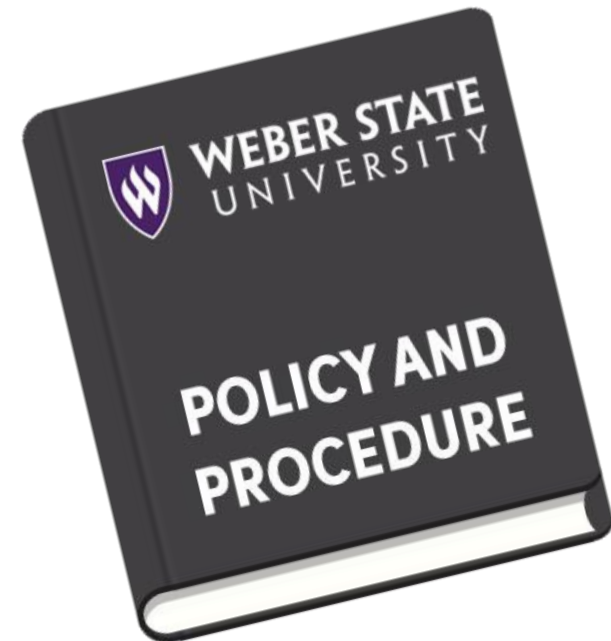


# Know your credential needs

- ▶ Access levels may include Prox, Smart, Mobile or all of them, access level should match for all credential types
- ▶ Check the access level name to see if a type is indicated
- ▶ MAG: may be visible, but no need to use it, because locks are not programmed to read it
- ▶ PROX: Many individuals will have Prox cards
  - ▶ A PROX can be card on most readers
  - ▶ Prox # is printed on the back bottom corner of card
- ▶ Smart: will start being standard issue by late 2023
- ▶ Mobile Credentials: can be used at all lock except standalone legacy locks

# PPM 5-44a: Electronic Access

- Policy & Procedure Manual 5-44a contains the requirements and responsibilities related to electronic access at Weber State University.
  - Approval requirements
  - Requests
  - Use of electronic access
  - Electronic Access Termination
  - And more!
- Refer to the guidelines in [PPM 5-44a](#) and those in your training materials.





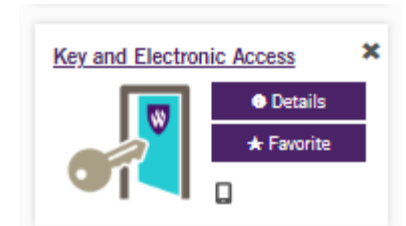
# Access Levels

- An access level is like a key, it can be programmed to when and where a credential will work
- It can open one or more doors
- Access levels are managed by the Central Access Manager
- You will only be able to work with the access levels in your area as assigned by the CAM
- You must follow all requirements and responsibilities thoughtfully
  - Your work will be subject to audits & inspections
- The CAM can provide you a list of your Access Levels, and the doors/readers contained within each level
  - This can also be viewed in the Console when viewing an access level.



# Assigning Access

- Access request are completed by submitting a card access request through the eWeber KEAS app or if not an employee, by tracking request in a way that ensures there is an audit trail.
  - Do not assign access to anyone that you have not received approvals to add the access
- When assigning access only assign the necessary access
  - If you need new access levels created or no longer use one let us know
- Each credential is limited to 8 access levels
  - You should be able to see other access levels when assigning access





# How to use the Lenel Console Access Manager

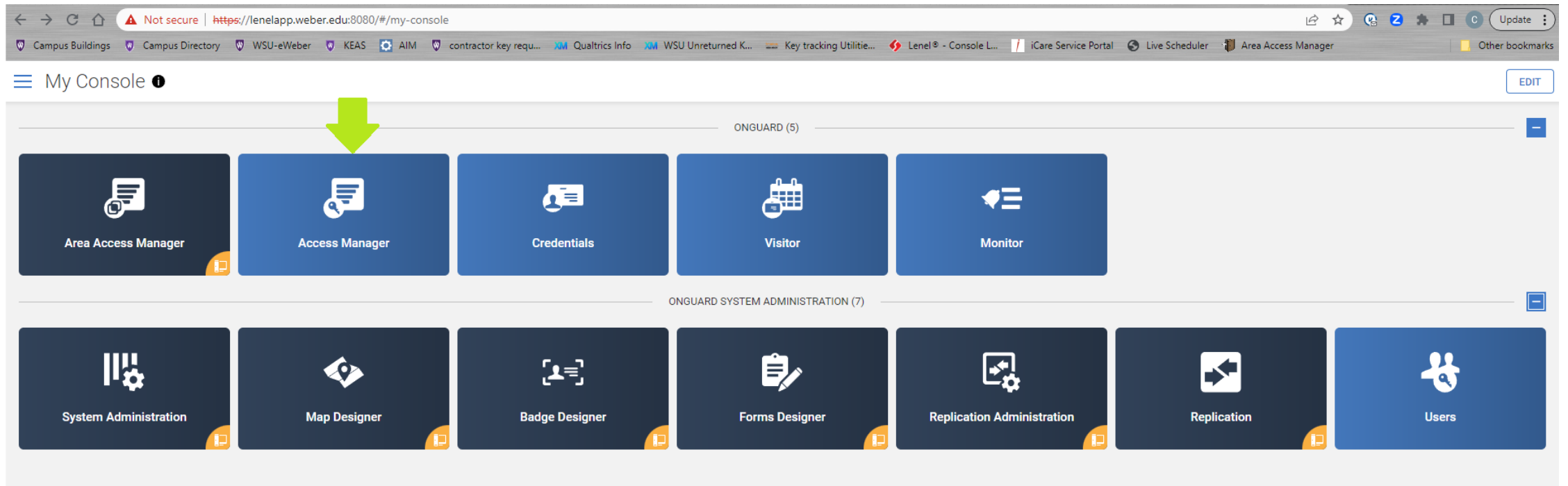
# Lenel Console

- Web Application for managing access level assignments
- Replaces the current Area Access Manager application
- Used by approved AAMs who have received training
- Direct Link <https://lenelapp.weber.edu:8080/#/my-console>
  - You will get a pop up that says, “**Your connection is not private**”. However, this is a safe site for you to go to. **Click Advanced and then Proceed to app.**
  - Use your Weber State credentials to login
    - Change directory to AD
- See the following pages for screenshots of what to do

The screenshot shows a Chrome browser window with the address bar displaying "Not secure | https://lenelapp.weber.edu:8080/#/login". A red warning triangle icon is present, with the text "Your connection is not private" and a subtext: "Attackers might be trying to steal your information from lenelapp.weber.edu (for example, passwords, messages, or credit cards). Learn more". Below this is the error code "NET:ERR\_CERT\_COMMON\_NAME\_INVALID". A search bar contains the text "To get Chrome's highest level of security, turn on enhanced protection". Below the search bar is a button labeled "Advanced" circled in green. To the right is a screenshot of the OnGuard login page, which has a red header with the OnGuard logo. Below the header is a "Directory" dropdown menu with "AD" selected, also circled in green. Below the dropdown are "Username" and "Password" input fields, each with a red asterisk on the right. At the bottom is a "LOG IN" button.

# Lenel Console- Access Manager

- ▶ To get Started click Access Manager on the home screen



The screenshot shows a web browser window with the URL <https://lenelapp.weber.edu:8080/#/my-console>. The page title is "My Console" and it features a grid of application tiles. A green arrow points to the "Access Manager" tile in the "ONGUARD (5)" section. The "ONGUARD SYSTEM ADMINISTRATION (7)" section contains tiles for System Administration, Map Designer, Badge Designer, Forms Designer, Replication Administration, Replication, and Users.

Section	Item
ONGUARD (5)	Area Access Manager
	<b>Access Manager</b> (highlighted)
	Credentials
	Visitor
	Monitor
ONGUARD SYSTEM ADMINISTRATION (7)	System Administration
	Map Designer
	Badge Designer
	Forms Designer
	Replication Administration
	Replication
	Users

# Lenel Console- Access Manager Access Levels

- ▶ Select the Access level you want to add a cardholder to
  - ▶ If you have a lot of access levels it will take a bit to load.
  - ▶ FM is always happy to help cleanup and organize your access levels

OnGuard® Access Manager ☰

Access levels 8 out of 8  ADVANCED... ⌵

<input checked="" type="checkbox"/> <b>!!TEST - Waldo Wildcat</b> 3	<input type="checkbox"/> <b>!!Test Toggle CS - Stairwell</b> 0	<input type="checkbox"/> <b>AL- All Doors Always</b> 18	<input type="checkbox"/> <b>BC Sound Equipment room 117A-A - 8...</b> 13
<input type="checkbox"/> <b>CAE - Standard Hours</b> 0	<input type="checkbox"/> <b>CCE- All Always</b> 11	<input type="checkbox"/> <b>CE - All Doors Always</b> 15	<input type="checkbox"/> <b>CE - Kitchen</b> 1

# Lenel Console- Access Levels

- ▶ View who already has access
  - ▶ Shows how many cardholders in each access level
- ▶ Searching by last name works best
  - ▶ **Must use all caps**
- ▶ Set activation/deactivation dates if needed (required for students)
- ▶ All credentials can be added at once by sliding bar

The screenshot displays the Lenel Console interface for configuring access levels. At the top, a header bar shows '!!TEST - Waldo Wildcat' with an 'APPLY' button and a close icon. Below this, there are two buttons: 'Give Access' and 'Have Access (3)'. A '2 READERS' button is also visible. A search bar shows '2 out of 46924' results for 'WILDCAT', with a green checkmark and '1 added' indicating a successful search. Below the search bar is a table with columns for 'NAME', 'BADGES', and 'ACTIVATION DATES'. The table lists two entries: 'WILDCAT, MRS. WALDO' and 'WILDCAT, WALDO'. Each entry has a toggle switch on the left, a profile icon, and a 'Set +' button with a calendar icon on the right. A green arrow points from the 'Have Access (3)' button to the search bar, and another green arrow points from the 'Set +' button to the 'ACTIVATION DATES' column header.

	NAME	BADGES	ACTIVATION DATES
<input checked="" type="checkbox"/>	WILDCAT, MRS. WALDO	1/1	Set +  Set +
<input type="checkbox"/>	WILDCAT, WALDO	0/1	Set +  Set +

# Lenel Console- Access Levels

- ▶ To view access levels already assigned to a cardholder click the arrow on the far right
- ▶ On the next page click the arrow to expand the access levels view
- ▶ You can also view cardholder information by clicking the arrow to expand that section

The screenshot displays the Lenel Console interface for a cardholder named 'WILDCAT, WALDO'. The interface is divided into several sections:

- Header:** '!!TEST - Waldo Wildcat' with an 'APPLY' button and a close icon.
- Buttons:** 'Give Access' and 'Have Access (2)' buttons, along with a '2 READERS' indicator.
- Search:** A search bar showing '2 out of 47365' results for 'WALDO'.
- Table:** A table with columns 'NAME', 'BADGES', and 'ACTIVATION DATES'. It lists two entries for 'WILDCAT, MRS. WALDO' and 'WILDCAT, WALDO', each with a badge icon and '0/1' badges.
- Cardholder Information:** A section for 'WILDCAT, WALDO' with a card number '6013160003465 535' and a 'Set +' button.
- Navigation:** A sidebar on the left with expandable sections: 'Cardholder' (expanded), 'Access levels' (collapsed), and '!!TEST - Waldo Wildcat' (collapsed).

Green arrows from the text on the left point to the right-hand side of the 'ACTIVATION DATES' column in the table, the 'Set +' button in the cardholder information section, and the 'Access levels' section in the sidebar.



# Lenel Console- Adding Access Levels

- ▶ To add access to cardholder credentials
  - ▶ Move slider to right
- ▶ Must select APPLY at the top to save changes
  - ▶ Confirmation page will pop up
  - ▶ You will also see a popup if it was successful

The screenshot displays the Lenel Console interface for adding access levels. At the top, a header bar shows "!!TEST - Waldo Wildcat" with a green arrow pointing to a blue "APPLY" button and a close icon. Below this, there are tabs for "Give Access" and "Have Access (3)", and a "2 READERS" button. The main area shows a search bar with "2 out of 46924" results and a search icon. The search results are displayed in a table with columns for NAME, BADGES, and ACTIVATION DATES. The first row shows "WILDCAT, MRS. WALDO" with 1/1 badges and activation dates. The second row shows "WILDCAT, WALDO" with 0/1 badges and activation dates. A green checkmark and "1 added" are visible in the top right corner of the results area.

	NAME	BADGES	ACTIVATION DATES	
<input checked="" type="checkbox"/>	WILDCAT, MRS. WALDO	1/1	Set +  Set +	>
<input type="checkbox"/>	WILDCAT, WALDO	0/1	Set +  Set +	>

# Lenel Console- Removing Access Levels

- ▶ To remove access from cardholder credentials
  - ▶ Can do multiple at once
  - ▶ Move slider to left
- ▶ Must select APPLY at the top to save changes
  - ▶ Confirmation page will pop up
  - ▶ You will also see a popup if it was successful

The screenshot shows the Lenel console interface for managing access levels. At the top, there is a header for "!!TEST - Waldo Wildcat" with an "APPLY" button and a close icon. Below this, there are tabs for "Give Access" and "Have Access (4)", along with a "2 READERS" button. A search bar shows "4 out of 4" results. A table lists cardholders with their access status, badges, and activation dates. The cardholder "WILDCAT, MRS. WALDO" is highlighted with a blue border, and a green arrow points to the toggle switch for this cardholder, which is currently turned off. Another green arrow points to the "APPLY" button at the top right.

	NAME	BADGES	ACTIVATION DATES	
<input checked="" type="checkbox"/>	BRENCHLEY, CODY	1/1	Set + Set +	>
<input checked="" type="checkbox"/>	SEARCY, TREVOR	3/4	Set + Set +	>
<input checked="" type="checkbox"/>	TEST, SMART (26)	1/1	Set + Set +	>
<input type="checkbox"/>	WILDCAT, MRS. WALDO	0/1	Set + Set +	>

# Lenel Console- Readers & Doors

- ▶ View what doors/readers are in access level

!!TEST - Waldo Wildcat APPLY ✕

Give Access Have Access (4) 2 READERS

4 out of 4 Search ✕ 1 removed

NAME

BADGES

ACTIVATION DATES

Readers ✕

READERS

CS 127-A (I) KITCHEN	Always	▼
CS 199-A (I) FROM STAIRS TO MAIN FLOOR	Always	▼

# Lenel Console- Help Page

- ▶ You can begin using the Console now
- ▶ Contact us with any issues
  - ▶ Cody Brenchley [codybrenchley@weber.edu](mailto:codybrenchley@weber.edu) or Ext. 7003
  - ▶ Jeanette Lowe [jeanettelowe@weber.edu](mailto:jeanettelowe@weber.edu) or Ext. 8046

*Thank you for taking some time to review this information*