



# 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

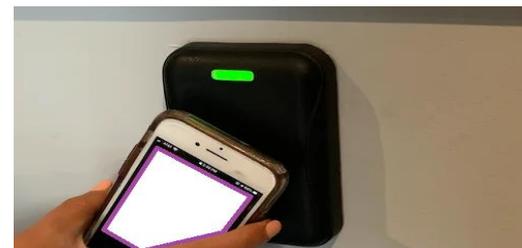
- Access to stand-alone locks can not be granted in Lenel OnGuard Area Access Manager
- These locks are departmentally managed equipment
- Anyone wanting access must contact the proper department
- These locks are unable to read Mobile Credentials
- We no longer able to install these types of legacy 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

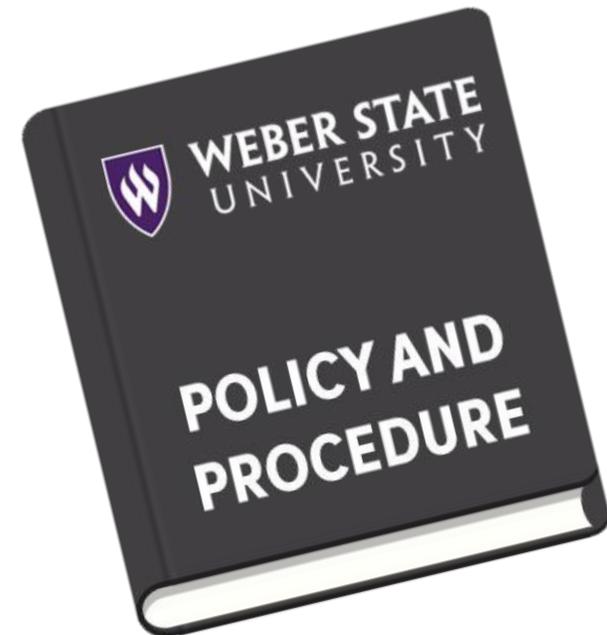


# Know your credential needs

- ▶ 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 sub-message: "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 to its 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 there is an "EDIT" button in the top right corner. The main content area is divided into two sections: "ONGUARD (5)" and "ONGUARD SYSTEM ADMINISTRATION (7)".

The "ONGUARD (5)" section contains five buttons: "Area Access Manager", "Access Manager", "Credentials", "Visitor", and "Monitor". A green arrow points to the "Access Manager" button.

The "ONGUARD SYSTEM ADMINISTRATION (7)" section contains seven buttons: "System Administration", "Map Designer", "Badge Designer", "Forms Designer", "Replication Administration", "Replication", and "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 managing 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 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 cardholders: 'WILDCAT, MRS. WALDO' and 'WILDCAT, WALDO'. Each row 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 for '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 for 'Cardholder' and 'Access levels', each with a downward arrow.

Green arrows from the text on the left point to the rightward arrows in the table 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 shows the Lenel console interface for adding access levels. At the top, there is a header bar with the text "!!TEST - Waldo Wildcat" and a blue "APPLY" button. A green arrow points to the "APPLY" button. Below the header bar, there are two tabs: "Give Access" and "Have Access (3)". To the right of the tabs is a button labeled "2 READERS". Below the tabs, there is a search bar with the text "2 out of 46924" and a search icon. The search results show "WILDCAT" and a green checkmark with the text "1 added". Below the search results, there is a table with columns for "NAME", "BADGES", and "ACTIVATION DATES".

	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 her access level, which is currently turned off.

	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*