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 Manger (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.
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 requests are completed by submitting a card access request through the eWeber KEAS app or if not an employee, by tracking requests 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
To get Started click Access Manager on the home screen
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

<table>
<thead>
<tr>
<th>Access Levels</th>
<th>8 out of 8</th>
<th>Search</th>
<th>Advanced...</th>
</tr>
</thead>
<tbody>
<tr>
<td>!TEST - Waldo Wildcat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>!Test Toggle CS - Stairwell</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AL - All Doors Always</td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BC Sound Equipment room 117A - A - 8...</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAE - Standard Hours</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCE - All Always</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE - All Doors Always</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE - Kitchen</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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.
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
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
Lenel Console - Readers & Doors

- View what doors/readers are in access level

!!TEST - Waldo Wildcat

Give Access: Have Access (4)

4 out of 4

Readers

<table>
<thead>
<tr>
<th>READERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 127-A (I) KITCHEN</td>
</tr>
<tr>
<td>Always</td>
</tr>
<tr>
<td>CS 199-A (I) FROM STAIRS TO MAIN FLOOR</td>
</tr>
<tr>
<td>Always</td>
</tr>
</tbody>
</table>
You can begin using the Console now

Contact us with any issues

- Cody Brenchley codybrenchley@weber.edu or Ext. 7003
- Jeanette Lowe jeanettelowe@weber.edu or Ext. 8046

Thank you for taking some time to review this information