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
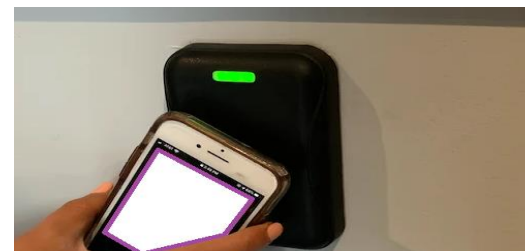
Know your credential needs

- 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.
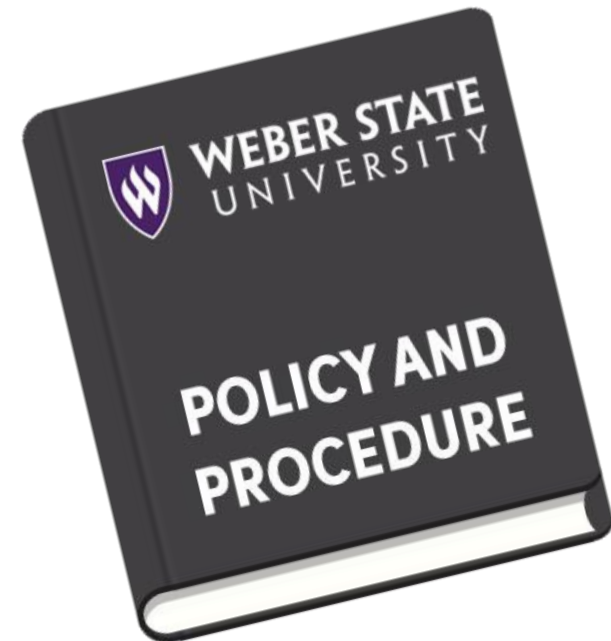
Access Levels

➢ 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
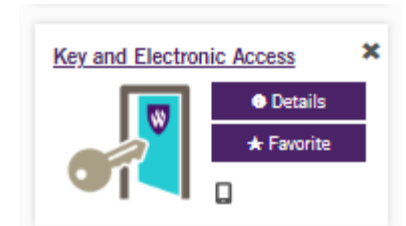
How to use the Lenel Console Access Manager
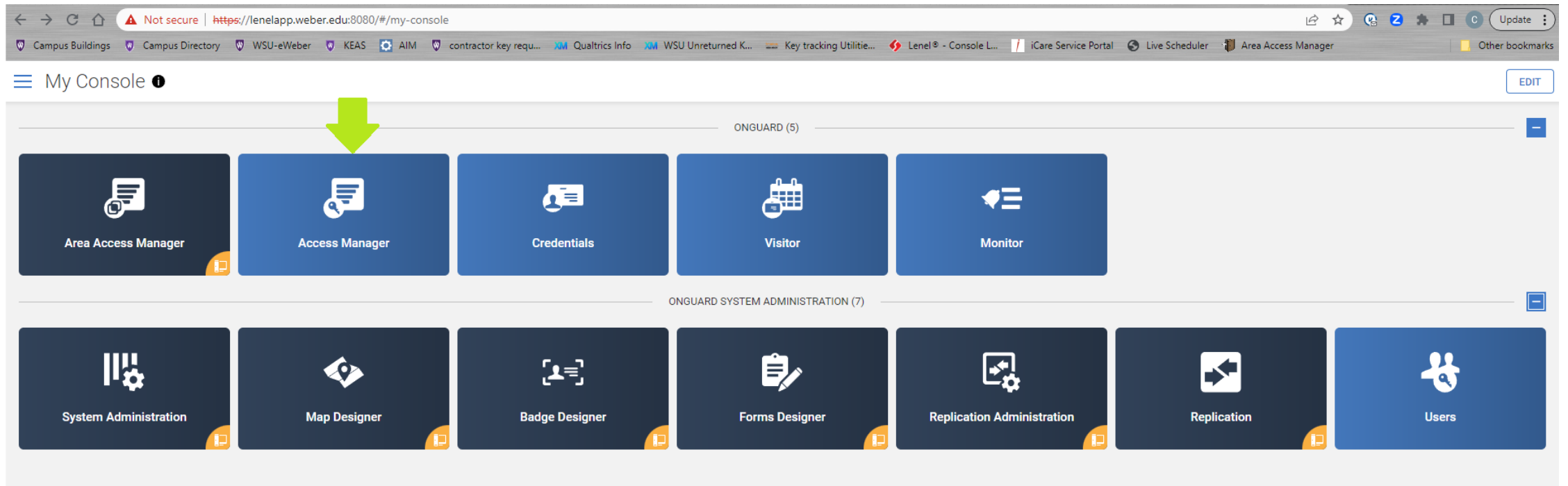
Lenel Console

➢ 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

Lenel Console- Access Manager

▶ To get Started click Access Manager on the home screen

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

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OnGuard® Access Manager   ⚏

Access levels 8 out of 8   🔍 Search   [ADVANCED... 🚫]

☐ **!!TEST - Waldo Wildcat**	☐ !!Test Toggle CS - Stairwell	☐ AL- All Doors Always	☐ BC Sound Equipment room 117A-A - 8...
👤 3	👤 0	👤 18	👤 13

☐ CAE - Standard Hours	☐ CCE- All Always	☐ CE - All Doors Always	☐ CE - Kitchen
👤 0	👤 11	👤 15	👤 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

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

!!TEST - Waldo Wildcat   APPLY ⊘   ✕

Give Access   Have Access (2)   2 READERS

2 out of 47365   🔍▾   WALDO

	NAME	BADGES	ACTIVATION DATES
⚪ 👤	WILDCAT, MRS. WALDO	📇 0/1	Set + 📅 Set +	❯
⚪ 👤	WILDCAT, WALDO	📇 0/1	Set + 📅 Set +	❯

WILDCAT, WALDO

Badges

1 badge has access to the 1 selected access

🟢 📇 6013160003465   Set + 📅
535

Cardholder   ⌄

Access levels   ⌃

NAME

!!TEST - Waldo Wildcat   ❯

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

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

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 or Ext. 7003

  - Jeanette Lowe jeanettelowe@weber.edu or Ext. 8046

Thank you for taking some time to review this information