UNL Access Management Program

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“The University of Nebraska-Lincoln developed this policy to ensure reasonable access to its Lincoln campus facilities while maintaining appropriate levels of security.”
UNL Departments

- Building Systems Maintenance Division: Creates physical keys, and installs door locks and card readers.

- Police Department: Maintain official records of High Security assignments and manage the centralized database used to track and order department issued keys.

- All key requests and card access requests will be processed online through the UNL Police Department, and online website.
Definitions

- **Authorized Person**: UNL person granted departmental authority to have access to areas within their departmental control, in order to perform the necessary functions of their job.

- **High Security Access**: Areas requiring tighter access or restrictions (for example: exterior doors).

- **Interior Key**: Key that provides access to interior space.

- **Key Manager**: Designated person to manage and control keys and access to specific departments.
High Security Access

- High Security Access is issued by UNL Police or its delegates

1. Submit Building Access Requisition to UNL Police
   - Submitted by Key Manager with name of person and any access limitations
   - This named person is responsible for obtaining the High Security Key from UNL Police

2. Key Manager is responsible for managing the High Security Access for its personnel

3. Electronic High Security Access will be granted via Ncard activation when possible. Otherwise, physical keys will be issued.
Non-High Security Access

- Key Managers may request Interior Keys and electronic control for areas assigned to their department.

- Key Managers distribute and manage interior keys for department personnel
-  Key Managers are responsible for tracking the key distribution to its personnel
-  Key Manager submits a Key Contract requisition with the department’s cost object to UNL Police

- Issued Interior Keys may be picked up from UNL police by the requesting department’s Key manager(s).
Logging In

- UNL Login: my.unl information
- Username: unique to each person
- Password: unique to each user
- Forgot password/username helps in red at bottom of page
UNL Access Management

Access Management Program

Welcome to the Access Management Program. This program will allow Key Managers to order keys from key services, as well as request NCard access. Any questions please contact UNL Police Building Access Department at 472-0591 or 472-8428 or e-mail buildingaccess@unl.edu during normal business hours. After hours requests please call UNL Police Department Dispatch at 472-2222.

https://scsapps.unl.edu/keyappweb/login.aspx
Getting Started:
- Choose New Key Order from left pane
- Department Drop down box will contain the department(s) you represent as Key Managers: Chose one
- Enter Cost Object
- Enter Quantity of Keys
- Search for Key by ID number on key or both location
- If you do not know the specific door number, leaving the door box blank, will produce a list of available doors (Make sure this is the correct door #)
- Select the correct key/door
- Notes: If there are any special instructions, or information the key services needs to know about the keys, please enter here.
- For Example: Please call me at 2-2222 before cutting interior key for special problems with lock
Getting Started:
- Make sure to click Add Items to Order
- Especially if ordering more than one key
- Current Items will be listed at the bottom of the page
Getting Started: Enter NU ID number for the person who needs card access

- Also chose Grant or Revoke Access

- Expand the building you need to find doors
Card Access Request

- Comments: Comments about specific information such as Graduate Student, Staff Member, Affiliate, or any Card Holder Restrictions.
- Expiration Dates: For Affiliates Only
- It is the responsibility of the Key Manager for requesting access and the revocation of access for their departments.
- For mass card access additions/deletions please contact UNL Police at buildingaccess@unl.edu
My Orders

- My Orders can show keys and card access in all stages of the program.
- Key Managers can also chose to order keys from this window and Add Door Access Requests.

Can Select All, Incomplete, or Completed.
Check In / Check Out

- Check In: Used by key managers to maintain who has turned in keys to the department, that are now available for the next person.
- Check Out: Used by key managers to maintain who has possession of specific keys.
- Inventory: Inventory reports can be ran on All Keys, or just those checked in or out.
- Inventory can also be ran by specific key holders and key numbers.
Problem Reporting

- Report Lost Key: Information goes into a centralized database.
- It is important to report lost keys so that we keep an accurate record of who is responsible for which keys, and to protect the security of our facilities.
Legacy Keys

- Legacy Keys use the old UNL key numbering system.
- These keys might still unlock doors, but are not recognized by the Key Shop Inventory.
- Legacy Keys can be replaced by the UNL Key Shop free of charge.
Personnel Responsibilities

- Protect NCard and Keys from theft or loss
- Do Not Duplicate, loan or allow others to use keys or NCard for entry
- Assure doors are relocked after entering or leaving
- Assume responsibility for the conduct of any person the key holder allows to enter a locked facility
- Immediately notify UNL Police of NCard or key loss.
- Return keys to designated department on demand and prior to separation from the University
Questions

- Policy Highlights
- Login/Out
- Ordering Keys
- Checking Out/In Keys
- Reports
- Problem Reporting
- Troubleshooting Contacts
Thank you for your time and cooperation.

We have full confidence in this program and in our ability to serve the UNL community.

Thank you!

~Building Access Specialists