



UNL Key/Facility Access Policy

“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:

- Manages the centralized database used to track and order department issued keys.
 - All key orders and card access requests will be processed through the online Access Management Program.



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 (l.e. exterior doors or roof access)

- ☐ **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 FM&O
- ☐ Physical Key Access
 - Any Departmental High Security Areas
 - ☐ Key Managers will submit a request through the online Access Management Program
 - ☐ Include NUID of personnel taking ownership within department
 - ☐ Personnel taking ownership will need to pick up the key when it is available at UNLPD
 - Roof Access
 - ☐ Personnel needing Roof access by physical key will need to provide a Work Order number and NCard to Key Shop to obtain key
 - ☐ Key will only be checked out for that day during normal business hours
 - ☐ To obtain key for more than standard business hours; approval from UNLPD will need to be completed



High Security Access

- ☐ High Security Access is issued by UNL Police or FM&O
- ☐ NCard Access
 - Any Departmental High Security Areas
 - ☐ Key Manager will submit request through online Access Management Program
 - Will need to include in the notes of any special restrictions and/or an expiration date if access needs to be removed after a specific date
 - ☐ Key Manager is responsible for managing the High Security Access for its personnel
 - Roof Access
 - ☐ FM&O Personnel
 - Need permission from Chris Walsh & Brenda Osthus
 - ☐ University Staff, Faculty & Students
 - Need to fill out online Rooftop Access Request Form (FM&O Website) developed by Chris Walsh
 - ☐ Cellular Affiliates
 - Need permission from Richard Firebaugh
 - Richard will submit a request through the online Access Management Program
 - ☐ Telecommunications Affiliates
 - Need permission from Richard Firebaugh
 - Richard will submit a request through the online Access Management Program



Non-High Security Access

- ☐ Non-High Security Access is issued by UNL Police
- ☐ Physical Key Access

- Departmental Areas

- ☐ Key Managers will request key through the online Access Management Program
 - ☐ Key Managers will need to pick up the key when it is available at UNLPD
 - ☐ Key Managers distribute and manage department keys
 - ☐ Key Managers are to maintain an inventory of department keys and to whom personnel keys are checked out



NCard Access

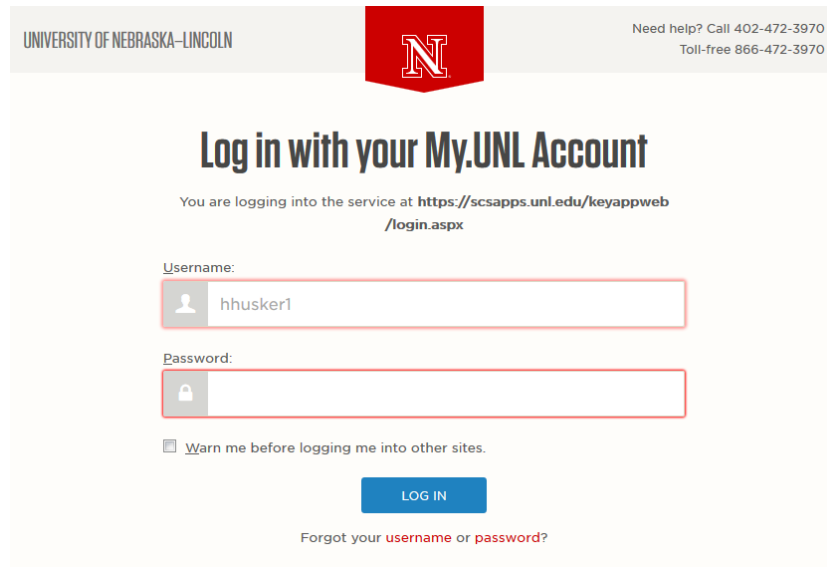
- Departmental Areas

- ☐ Key Managers will request access through the online Access Management Program
 - ☐ An email confirmation will be sent when request is approved or denied by Building Access, UNLPD

Logging In

Online Access Management

<https://scsapps.unl.edu/keyappweb/login.aspx>




The screenshot shows the login interface for the University of Nebraska-Lincoln's My.UNL Account. At the top, there is a header with the university's name, a red shield logo with a white 'N', and contact information: 'Need help? Call 402-472-3970' and 'Toll-free 866-472-3970'. The main heading is 'Log in with your My.UNL Account'. Below this, a message states: 'You are logging into the service at <https://scsapps.unl.edu/keyappweb/login.aspx>'. The login form includes a 'Username:' label, a text input field containing 'hhusker1', a 'Password:' label, a password input field with a lock icon, and a checkbox labeled 'Warn me before logging me into other sites.' Below the form is a blue 'LOG IN' button. At the bottom, there is a link: 'Forgot your **username** or **password**?', where 'username' and 'password' are in red text.

- ☐ 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
 - ☐ This will help you contact the University's Computer Help Desk



UNL Access Management



UNIVERSITY OF NEBRASKA-LINCOLN
Megan Dolton

Access Management Program


Access Management Program ▶

Menu

Home
Orders
New Key Order
Card Access Request
Door Schedule Request
My Orders
Check In/Out
Check In Key
Check Out Key
Key Comments
Problem Reporting
Report Key Lost
Reports
Inventory
Key Holder
Key History
Lost Keys

Welcome to the Access Management Program. This program allows Key Managers to order keys, request NCard access and adjust card access door schedules. Questions? Please contact UNL Police Building Access Department buildingaccess@unl.edu during normal business hours. After hours requests please call UNL Police Department Dispatch at 472-2222.

Megan Dolton	Building Access Supervisor	472-7624
Jill Meginnis	Building Access Associate	472-8428
Cody Hoegemeyer	Building Access Associate	472-0591



Logout Option

Housekeeping Items

- ☐ We ask that you allow 24 business hours for us to process all requests.
 - The beginning and end of semesters are a particularly busy time.
 - We will make every effort to complete the request in a timely manner and will notify you if delays are expected.
 - If 24 hours is not possible, please make the request and then call a Building Access Associate directly, so we are aware of the time constraint.
 - ☐ All Card Access requests are to be submitted through the on-line program **except:**
 - For adding/removing identical access for **more than 10 people**. Larger groups can be added at one time instead of individually. An Excel sheet with names and NUIDs is required.
 - ☐ If adding access to separated personnel
 - We will contact you via email and ask you to verify an active SAP appointment or confirm their student status.
 - ☐ If adding access to personnel who have not picked up their NCard
 - We will contact you via email to let you know the personnel will need to pick up their NCard prior to them being granted access.
-



Ordering Door Keys

- ❑ Choose **New Key Order** from left menu pane
 - **Department:** select specific department needing key from drop down menu
 - ❑ This only applies if you are a Key Manager for more than one department
 - **Bill to Cost Object:** Enter Cost Object
 - **Quantity:** Enter number of Keys needed for specific door
 - **Location:** Search for Key by ID number on key OR by building and door number
 - ❑ If you do not insert specific door number, leaving the door box blank, will produce a list of available doors within that building
 - **Notes:** Add if there are any special instructions, or information that the Building Access Department 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
 - **Select Search**
 - ❑ Choose “Select” next to the correct door the key is needed for
 - ❑ This will direct you to a new page



Ordering Door Keys

Quantity

Location Search for location based on Key ID Number:
Key ID Number:

Search for location by Building and Door Number:
Building: 17TH & R PARKING GARAGE
Door: ☐ Match Exact


Results:

	Location
Select	17TH & R PARKING GARAGE 114
Select	17TH & R PARKING GARAGE 134
Select	17TH & R PARKING GARAGE 135
Select	17TH & R PARKING GARAGE 138
Select	17TH & R PARKING GARAGE 14
Select	17TH & R PARKING GARAGE 142
Select	17TH & R PARKING GARAGE 142A

Notes

Current Items:

Quantity	NUID	Location	Notes
1		17TH & R PARKING GARAGE 114	Delete



- ☐ Make sure to click “Add Item to Order”
 - This will direct you back to the New Key Order page
- ☐ Search for another key/door if necessary
- ☐ Current Items will be listed at the bottom of the page
- ☐ When all keys needed are listed under “Current Items” choose “Review Order”
 - This will direct you to a new page to review your order information
- ☐ Choose “Submit Order” to complete the process.
- ☐ If successful, a blank white page will display “Your order has been submitted”

Key Requests

- ❑ The Building Access Department then receives your Key Request
- ❑ The Key Shop creates your key and brings it to the University Police Department
 - We ask for up to 24 hours from the time that we receive the request to the time that we are able to process it
 - If any challenges arise that we will exceed the 24 hour time limit, a Building Access Associate will contact you.
- ❑ Once your order has been received at the University Police Department, you will receive an e-mail from “do not reply” stating that your key order is ready to be picked up
 - Only Key Managers for the department that ordered the key can pick them up
 - High Security keys have to be picked up by the person who’s NUID number was entered in the order form
- ❑ This e-mail also contains information that your accounting office may want for reconciling purposes



Key Requests



- ☐ The University Police Department is located in the Northwest corner of the 17th and R Street Parking Garage
- ☐ Parking is located in the Police Entrance to the parking garage in 30 minute Visitor stalls
- ☐ Please enter the Bus Lobby and then into the Police lobby
- ☐ You must present your NCard to collect your keys
- ☐ We will scan your keys, your NCard and then print you a receipt.
 - Now the keys are 'checked into' your department.
 - You can now return to your office and "Check Out" the keys to the staff taking possession of them.
 - If they are not checked out, they will remain in your department's inventory list

Card Access Request

- ☐ Choose **Card Access Request** from left menu pane
 - **Department:** select specific department needing access from drop down menu
 - ☐ This only applies if you are a Key Manager for more than one department
 - **NUID:** Enter NUID number for the person who needs card access
 - **Request Type:** choose Grant or Revoke Access
 - **Selecting Doors:** Expand the building associated with the door(s) needed
 - ☐ Check the boxes of the doors needed
 - **Comments:** optional for your use to recall information regarding the request
 - ☐ For example: Graduate Student, Staff Member, Affiliate, or any Card Holder Restrictions
 - **Remove After:** Expiration date used when access is no longer needed after a specific date
 - ☐ By choosing a date on this calendar, an automatic reminder will be sent to the Building Access Department to remove access.
 - **Choose “Submit Request”**
 - ☐ A new window will appear, Choose “Submit Request” again to confirm



Card Access Request

- ❑ The Building Access Department then receives your Card Access Request
 - We ask for up to 24 hours from the time that we receive the request to the time that we are able to process it
 - If any challenges arise that we will exceed the 24 hour time limit, a Building Access Associate will contact you

- ❑ Once your order has been received at the University Police Department, you will receive an e-mail from “do not reply” stating that your Card Access Request was complete indicating which doors were or were not added for each request

- ❑ Please contact the Building Access Associates for any questions regarding these approved/denied areas



Door Schedule Request

- ☐ Choose **Door Schedule Request** from left menu pane
 - **Department:** select specific department needing schedule from drop down menu
 - ☐ This only applies if you are a Key Manager for more than one department
 - **Begin Date:** Enter date which you'd like the schedule to begin
 - **End Date:** Enter date which you'd like the schedule to end
 - **Unlock:** Enter the time you'd like the doors selected to be unlocked
 - **Lock:** Enter the time you'd like the doors selected to be locked
 - **Days of Week:** Select the Days of the Week the schedule applies to
 - ☐ I.e. A Spring Semester Schedule starting 1/8 ending 5/4 but only want MWF to be scheduled during that date range
 - **Add Additional Days:** Used if you want the doors selected to be unlocked for the same schedule on a different day
 - **Reason for Schedule:** Include notes for Building Access and/or yourself
 - **Doors:** Select doors you want scheduled
 - **Submit Request**



Door Schedule Request

UNIVERSITY OF NEBRASKA-LINCOLN Megan Dolton

Door Schedule Request

Access Management Program >

Menu

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 - Card Access Request
 - Door Schedule Request
 - My Orders
- Check In/Out
 - Check In Key
 - Check Out Key
 - Key Comments
- Problem Reporting
 - Report Key Lost
- Reports
 - Inventory
 - Key Holder
 - Key History
 - Lost Keys

Please allow 24 business hours for all schedule requests to be processed. If you need an immediate response, please contact UNLPD at 472-2222.

Department: University Police

What days would you like this schedule on?

Begin Date: 4/24/2015 End Date: 4/24/2015 Unlock: 08:00 Lock: 17:00 ☐ S ☐ M ☐ T ☐ W ☐ T ☒ F ☐ S Delete

Add Additional Days

Reason for Schedule: Special tour of facility

- Regular Semester Schedule
- Special Event
- Finals

Please select which doors you would like this schedule to affect:

- ☒ Abel Sandoz Food Service Welcome Center Net Controller
- ☐ Abel Cell Tower Equipment 7A
- ☐ Abel Custodial Storage 2
- ☒ Abel Fire Command Center 126
- ☐ Abel Northeast Chexit
- ☐ Abel Northwest Alternate Entrance
- ☐ Abel Roof Access
- ☐ Abel Sandoz Food Service 2nd Floor Stair Chexit No Reader
- ☐ Abel Sandoz Food Service Corridor to Locker 125A
- ☐ Abel Sandoz Food Service CStore 105B Chexit

Begin: 4/24/2015 End: 4/24/2015 Unlock: 08:00 Lock: 17:00 Days: F

Reason: Special tour of facility

Doors:

Abel Sandoz Food Service Welcome Center Net Controller\Abel Fire Command Center 126

Submit Request

□ There are four ways to use this schedule procedure:

■ Schedule **one door** with **one time range**

□ I.e. Choose one door to make an adjustment for a one-time event


■ Schedule **one door** with **multiple times**


□ I.e. Choose an entrance and for the fall semester:

- Monday/Wednesday/Friday the door is open from 8:00 am until 2:00 pm
- Tuesday/Thursday the door is open from 11:00 am until 5:00 pm



Door Schedule Request


UNIVERSITY OF NEBRASKA-LINCOLN
Megan Dolton


Door Schedule Request

Access Management Program

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Please allow 24 business hours for all schedule requests to be processed. If you need an immediate response, please contact UNLPD at 472-2222.

Department: University Police
What days would you like this schedule on?

Begin Date: 1/4/2016 Unlock: 08:00
End Date: 5/6/2016 Lock: 16:30 ☐ S ☒ M ☒ T ☐ W ☐ T ☒ F ☐ S [Delete](#)

Begin Date: 1/5/2016 Unlock: 11:00
End Date: 5/5/2016 Lock: 17:00 ☐ S ☐ M ☒ T ☐ W ☒ T ☐ F ☐ S [Delete](#)

Add Additional Days

Reason for Schedule: Special on-going training for Spring Semester

- Regular Semester Schedule
- Special Event
- Finals

Please select which doors you would like this schedule to affect:

- ☒ Abel Sandoz Food Service Welcome Center Net Controller
- ☐ Abel Cell Tower Equipment 7A
- ☐ Abel Custodial Storage 2
- ☒ Abel Fire Command Center 126
- ☐ Abel Northeast Chexit
- ☒ Abel Northwest Alternate Entrance
- ☒ Abel Roof Access
- ☐ Abel Sandoz Food Service 2nd Floor Stair Chexit No Reader
- ☐ Abel Sandoz Food Service Corridor to Locker 125A

Begin: 1/4/2016 End: 5/6/2016 Unlock: 08:00 Lock: 16:30 Days: MWF
Begin: 1/5/2016 End: 5/5/2016 Unlock: 11:00 Lock: 17:00 Days: TuTh

Reason: Special on-going training for Spring Semester

Doors:

Abel Sandoz Food Service Welcome Center Net Controller\Abel Fire Command Center 126
Abel Sandoz Food Service Welcome Center Net Controller\Abel Northwest Alternate Entrance
Abel Sandoz Food Service Welcome Center Net Controller\Abel Roof Access

Submit Request

■ Schedule **multiple doors** with **one** time range

- I.e. Choose all desired doors for the month of August and all Sundays the building will be unlocked from 8:00 am until 4:30 pm

■ Schedule **multiple door** with **multiple** times

- I.e. Choose desired doors and for the spring semester:

- Monday/Wednesday/Friday the door is open from 8:00 am until 2:00 pm
- Tuesday/Thursday the door is open from 11:00 am until 5:00 pm

- **Note: The doors selected will be scheduled identically



My Orders

Access Management Program

Sara Barent Logout

UNIVERSITY OF NEBRASKA-LINCOLN

Access Management Program

My Orders

Menu

- Home
- Orders
 - New Key Order
 - Card Access Request
 - My Orders
- Check In/Out
 - Check In Key
 - Check Out Key
 - Key Comments

Key Orders Incomplete

No Orders Found.

Add Order

Card Access Requests Incomplete

Request #	Request Date	Status	
36	2/23/2011 11:30:50 AM	Requested	Select

Add Door Access Request

- “My Orders” shows Key Order and Card Access Requests in all stages of the process
- Key Managers can also choose to order Keys or request Card Access from this window
 - Select ‘Add Order’ or ‘Add Door Access Request’

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
 - **NUID:** Insert NUID of personnel who previously had possession of key
 - **Department:** Select the correct Department this key belongs
 - **Key ID Number:** Insert the Key ID number that you are checking in
- ❑ **Check Out:** Used by Key Managers to maintain who has possession of specific keys
 - **NUID:** Insert NUID of personnel who will take possession of key
 - **Key ID Number:** Insert the Key ID number that you are checking out
- ❑ **Key Comments:** Used by Key Managers to manage any comments on Keys in their inventory
 - **Key ID Number:** Insert Key ID number to add comment to



Problem Reporting

The screenshot shows a web interface for reporting a lost key. At the top, there is a header with the University of Nebraska-Lincoln logo and name, and a user profile for 'Megan'. Below the header, the page title is 'Report Lost Key'. A navigation menu on the left lists various options: Home, Orders (with sub-items: New Key Order, Card Access Request, Door Schedule Request, My Orders), Check In/Out (with sub-items: Check In Key, Check Out Key, Key Comments), and Problem Reporting (with sub-item: Report Key Lost). The main content area contains a form with a 'Key ID Number:' label, a text input field, and a 'Save' button. Above the input field is a link to the 'Access Management Program'.

- ☐ **Report Lost Key:** Report any keys that were lost, stolen, or never turned back in by employee
 - Key ID Number: Insert the number stamped on the key
 - ☐ Legacy Keys are not able to be reported lost
 - It is important to report lost keys so we can keep an accurate record of who is responsible for which keys, and to protect the security of our facilities.



Reports

UNIVERSITY OF NEBRASKA-LINCOLN Megan Dolton

N Inventory Report

Access Management Program

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 - Door Schedule Request
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 - Check In Key
 - Check Out Key
 - Key Comments
- Problem Reporting
 - Report Key Lost
- Reports
 - Inventory
 - Key Holder
 - Key History
 - Lost Keys

☒ All Keys
 ☐ All Keys Checked Out
 ☐ All Keys Checked In

Export Report as: PDF

Run Report

Inventory

Keys

Art & Art History

Key ID	Status	Received	Name	Doors
10396	Checked In			RICHARDS HALL 28
10840	Checked In			WOODS ART BUILDING SM:
10841	Checked In			WOODS ART BUILDING SM:
11089	Checked Out	123456789	Marshall, Matthew	RICHARDS HALL 28A
11090	Checked Out	987654321	Anderson, Anthony	RICHARDS HALL 28A
11091	Checked Out	010101010	Laughlin, Lavonne	RICHARDS HALL 28
11092	Checked Out	101010101	Adams, Aaron	RICHARDS HALL 28
11391	Checked Out	010101010	Laughlin, Lavonne	RICHARDS HALL 220.5
11392	Checked Out	098706540	Erickson, Eddie	RICHARDS HALL 200
11393	Checked In			RICHARDS HALL 200
11394	Checked Out	192837465	Quist, Quentin	RICHARDS HALL SMAF
11395	Checked Out	918273645	Matthews, Mark	RICHARDS HALL SMAF
11396	Checked In			RICHARDS HALL 200B
11602	Checked Out	010101010	Laughlin, Lavonne	WOODS ART BUILDING 210
11603	Checked Out	566778899	Johnson, Jacob	WOODS ART BUILDING 210
6/9/15 15:32		AGGENS, CHRISTY	Doors aren't labeled. Opens 210B center office inside	

Inventory: Shows Keys that are in Department Inventory; can run All Keys, Keys Checked Out or Keys Checked In

■ Reports show:

- **Key ID:** number stamped on key
- **Status:** checked in / checked out of department
- **Received:** NUID of personnel in possession of key
- **Name:** Name of personnel in possession of key
- **Doors:** Doors which the key opens

If notes are added, they will appear a line under the Key note was added to

- Includes date, time, name of personnel and the note that was added





Reports

☐ **Key Holder:** Shows Keys checked out to specific Key Holder (personnel)

■ Reports show:

- ☐ **Key ID Number:** number stamped on key
- ☐ **Key Symbol:** Doors which the key opens

 UNIVERSITY OF NEBRASKA-LINCOLN  Megan Dolton

Key Holder Report

Access Management Program ▾

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NUID:
Export Report as: PDF ▾

Keys Checked Out To: 123456789

Key ID Number


11089
36972
48481


Key Symbol

RICHARDS HALL 28A
RICHARDS HALL 24D
RICHARDS HALL 26.1



Reports


UNIVERSITY OF NEBRASKA-LINCOLN
Megan Dolton


Key History

Access Management Program

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Key ID Number: 11089
User NUID:
Date Range:
Export Report as: PDF
Run Report

Transaction History

Key ID	Date	Grantor	Receiver	Department	Type
11089	8/4/11 15:25	KELLER, LAVONNE	BLASER, MONICA	Art & Art History	Check in from Individual
11089	9/11/14 9:16	MAACK, ANDREA	BUKREY, MATTHEW	Art & Art History	Check out to Individual


☐ **Key History:** Shows Transaction History of Keys and Personnel


☒ **Key ID Number:** Can run a report on the Transaction History of just one **key**

- ☐ **Key ID:** Number stamped on key
- ☐ **Date:** Date transaction occurred
- ☐ **Grantor:** Person checking key out
- ☐ **Receiver:** Person receiving key
- ☐ **Department:** Department in which key is being checked in/out of
- ☐ **Type:** Type of transaction occurred



Reports


UNIVERSITY OF NEBRASKA-LINCOLN
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Key History

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Key ID Number:
User NUID:
Date Range: to
Export Report as: PDF
Run Report

Transaction History

Key ID	Date	Grantor	Receiver	Department	Type
11089	9/11/14 9:16	MAACK, ANDREA	BUKREY, MATTHEW	Art & Art History	Check out to Individual
36972	7/14/15 10:51	MAACK, ANDREA	BUKREY, MATTHEW	Art & Art History	Check out to Individual
40427	7/22/15 13:50	MAACK, ANDREA	BUKREY, MATTHEW	Art & Art History	Check out to Individual
40427	8/28/15 15:27	BUKREY, MATTHEW	MAACK, ANDREA	Art & Art History	Check in from Individual
48481	11/13/15 8:48	MAACK, ANDREA	BUKREY, MATTHEW	Art & Art History	Check out to Individual

☐ **Key History:** Shows Transaction History of Keys and Personnel

☒ **Key ID Number:** Can run a report on the Transaction History of just one *personnel*

☐ **Key ID:** Number stamped on key

☐ **Date:** Date transaction occurred

☐ **Grantor:** Person checking key out


☐ **Receiver:** Person receiving key


☐ **Department:** Department in which key is being checked in/out of

☐ **Type:** Type of transaction occurred



Reports


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Megan Dolton


Key History

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Key ID Number:
User NUID:
Date Range: 02/15/15 to 02/17/16
Export Report as: PDF
Run Report

Transaction History

Key ID	Date	Grantor	Receiver	Department	Type
46354	2/16/15 15:06	PECK, BETH	MAACK, ANDREA	Art & Art History	Check out to Department
46355	2/16/15 15:06	PECK, BETH	MAACK, ANDREA	Art & Art History	Check out to Department
46366	2/16/15 15:06	PECK, BETH	MAACK, ANDREA	Art & Art History	Check out to Department
46539	2/16/15 15:06	PECK, BETH	MAACK, ANDREA	Art & Art History	Check out to Department

☐ **Key History:** Shows Transaction History of Keys and Personnel

☒ **Key ID Number:** Can run a report on the Transaction History within a certain ***date range*** (mm/dd/yy)

- ☐ **Key ID:** Number stamped on key
- ☐ **Date:** Date transaction occurred
- ☐ **Grantor:** Person checking key out
- ☐ **Receiver:** Person receiving key
- ☐ **Department:** Department in which key is being checked in/out of
- ☐ **Type:** Type of transaction occurred

Reports

The screenshot shows the 'Access Management Program' interface. At the top, there's a header with the University of Nebraska-Lincoln logo and the user name 'Megan Dolton'. Below the header is a 'Menu' sidebar with options like Home, Orders, Check In/Out, Problem Reporting, and Reports. The 'Reports' section is expanded, showing 'Inventory', 'Key Holder', 'Key History', and 'Lost Keys'. The 'Lost Keys' report is displayed in a modal window, showing a table of lost/stolen keys with columns for Key ID, CheckedOutTo, and Doors.

Key ID	CheckedOutTo	Doors
15792	COSSIO, ANGELES	RICHARDS HALL 108B
22570	ROGERS, NETTIE	RICHARDS HALL 28
22575	ALDEN, NORMANDY	RICHARDS HALL 28
30034	DOBOS, GERALDINE	WOODS ART BUILDING 10
34319	ALDEN, NORMANDY	RICHARDS HALL SMAF
36949	GUEVARA, LISA	RICHARDS HALL 210
37037	SONTHEIMER, MATTHEW	RICHARDS HALL 108B
37147	SONTHEIMER, MATTHEW	RICHARDS HALL 211
37169	ALDEN, NORMANDY	RICHARDS HALL 225
38288	KIMMEL, JOHN	WOODS ART BUILDING 209, 209A, 209C
38289	SIEMERS, JACLYN	WOODS ART BUILDING 209, 209A, 209C
38656	SONTHEIMER, MATTHEW	RICHARDS HALL 220.5
38693	HIMMELBERGER, ERIC	WOODS ART BUILDING 207
38954	NOBLES, KYLE	WOODS ART BUILDING 306
41684	HIMMELBERGER, ERIC	WOODS ART BUILDING 11, 12
47573	NOBLES, KYLE	RICHARDS HALL 228
6651	TYLER, KELSEY	WOODS ART BUILDING SM3

☐ **Lost Keys:** Shows all Lost Keys from Department Inventory

☒ **Key ID Number:** Can run a report on the Transaction History within a certain ***date range*** (mm/dd/yy)

☐ **Key ID:** Number stamped on key

☐ **Checked Out To:** Personnel who was in possession of key

☐ **Doors:** Doors which the key opens

Legacy Keys

UNIVERSITY OF NEBRASKA-LINCOLN Megan Dolton

N Check Out

Access Management Program ▶

Menu

- Home
- Orders
 - New Key Order
 - Card Access Request
 - Door Schedule Request
 - My Orders
- Check In/Out
 - Check In Key
 - Check Out Key
 - Key Comments
- Problem Reporting
 - Report Key Lost
- Reports
 - Inventory
 - Key Holder
 - Key History
 - Lost Keys

NUID: 12345678
Key ID Number: 125849
Check Out Invalid Key ID

- ❑ **Legacy Keys** use the old UNL key numbering system
 - These keys might still unlock doors, but are not recognized by the on-line Access Management Program
 - ❑ “Invalid Key ID”
 - May be replaced by the UNL Key Shop free of charge
 - ❑ If switching out a large number, please make prior arrangements by contacting the Key Shop at 472-8083



Personnel Responsibilities

- ☐ Protect personal NCard and Keys from theft or loss
 - ☐ Do Not Duplicate, loan or allow others to use keys or NCard
 - ☐ 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 lost NCard or key(s).
 - ☐ **MUST also contact NCard Office of any Lost NCard – they need to deactivate all services used through the NCard; CREC, Accounts, Meal Plans, Etc.
 - ☐ Return keys to designated department on demand and prior to separation from the University
-



***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***

