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

- 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

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 Maginnis  Building Access Associate  472-8428
Cody Hoagemeyer  Building Access Associate  472-0591
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

- 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
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**
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**

- **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” 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

- **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.
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

```
Keys Checked Out To: 123456789

<table>
<thead>
<tr>
<th>Key ID Number</th>
<th>Key Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>11089</td>
<td>RICHARDS HALL 28A</td>
</tr>
<tr>
<td>36972</td>
<td>RICHARDS HALL 24D</td>
</tr>
<tr>
<td>48481</td>
<td>RICHARDS HALL 26.1</td>
</tr>
</tbody>
</table>
```
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
- **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
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### Transaction History

<table>
<thead>
<tr>
<th>Key ID</th>
<th>Date</th>
<th>Grantor</th>
<th>Receiver</th>
<th>Department</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>11089</td>
<td>9/11/14</td>
<td>MAACK, ANDREA</td>
<td>BUKREY, MATTHEW</td>
<td>Art &amp; Art History</td>
<td>Check out to Individual</td>
</tr>
<tr>
<td>36972</td>
<td>7/14/15</td>
<td>MAACK, ANDREA</td>
<td>BUKREY, MATTHEW</td>
<td>Art &amp; Art History</td>
<td>Check out to Individual</td>
</tr>
<tr>
<td>40427</td>
<td>2/22/15</td>
<td>MAACK, ANDREA</td>
<td>BUKREY, MATTHEW</td>
<td>Art &amp; Art History</td>
<td>Check in from Individual</td>
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<tr>
<td>40427</td>
<td>8/28/15</td>
<td>BUKREY, MATTHEW</td>
<td>MAACK, ANDREA</td>
<td>Art &amp; Art History</td>
<td>Check out to Individual</td>
</tr>
<tr>
<td>48481</td>
<td>11/13/15</td>
<td>MAACK, ANDREA</td>
<td>BUKREY, MATTHEW</td>
<td>Art &amp; Art History</td>
<td>Check out to Individual</td>
</tr>
</tbody>
</table>
Reports

- **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

- **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

- **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