Online card access program
This program will allow you to add, remove or see who has access to your doors.

Any changes will take affect within one minute.
Go to the following web site to start
https://onguard.unomaha.edu

Enter your user name and password
You will then get the program login screen

Enter your user name and password again and change the directory to UNOMAHA AD
The following warning will then pop up

Click on the Yes Button
You will be taken to the home screen of the program
To add a person click on the Assign Access tab.
In the search box type the name or NUID number of the person you are requesting access for.

NOTE: If the NUID number begins with a zero you can only use the name. Then click on the Next button.
In the following screen I typed Larson for a name. This display showed there are 49 names of Larson. When you see the correct one mark the check box in front of the name and using the arrow screen bring it over to the selected area.
Once you have the person in the selected area click on the next button
You will then be prompted to choose what access you would like to give to the person. Click on each access level you want the person to have.

The activation and deactivation dates do NOT work.
You will then get the following confirmation box showing you what you are about to do. If your satisfied then click finished.
To remove access use the pull down menu and choose what access level you want to remove from. Then click the box next to the person you want removed.

This screen will also show you everyone that has access to the selected room.
Once you click on a person there picture will pop up. If you click multiple people no pictures will be displayed.

If this is the correct person click on the remove access button.
You will get the following warning. If you're sure, then click Yes.
We do hope this software will help with your better controlling access to your rooms.

If you have any questions or comments you can contact us at Accesscontrol@unomaha.edu