

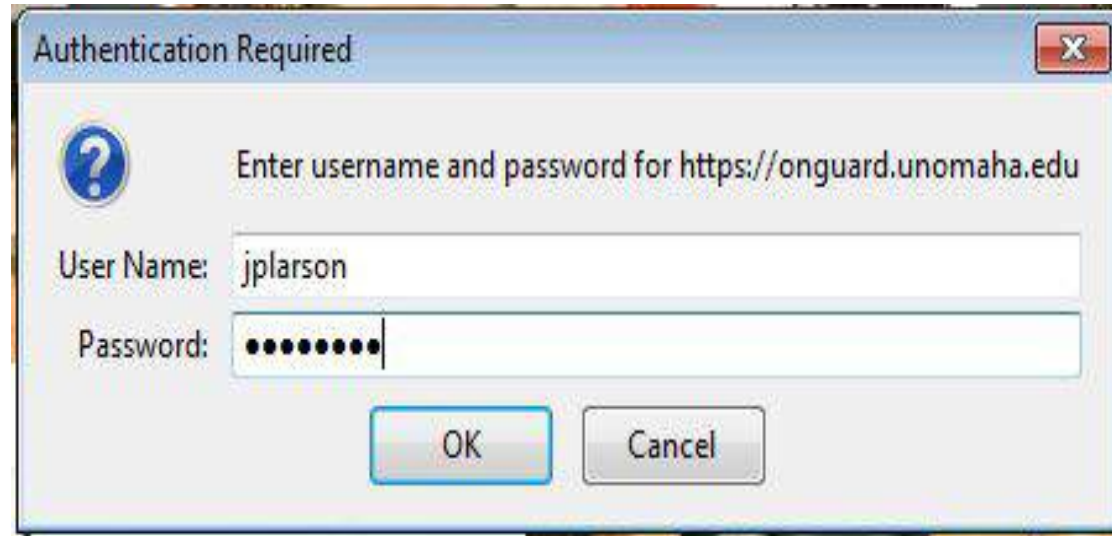


Online card access program

**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>**



Authentication Required

Enter username and password for <https://onguard.unomaha.edu>

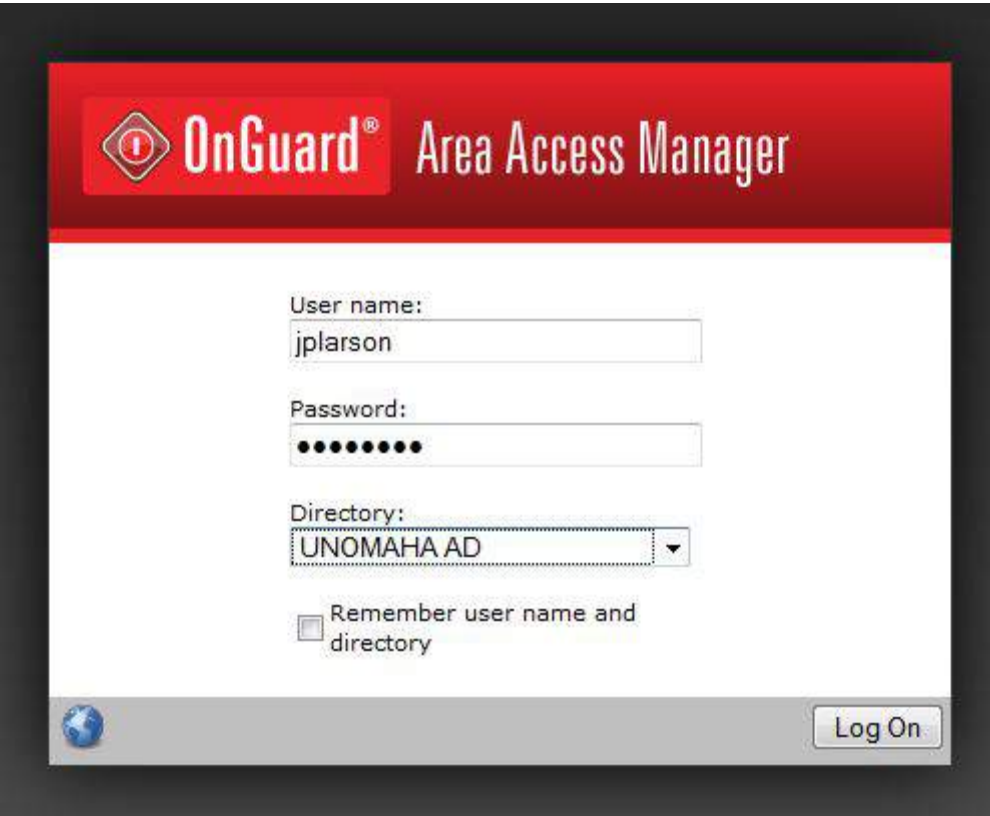
User Name:

Password:

OK Cancel

**Enter your user name and
password**

You will then get the program login screen



OnGuard® Area Access Manager

User name:
jplarson

Password:
●●●●●●

Directory:
UNOMAHA AD ▼

Remember user name and directory

Log On

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

OnGuard® Area Access Manager Username: JPLARSON Workstation: accessctrl.eab.unomaha.edu Local Time: 4/14/2015, 6:36:50 AM [Preferences](#) [Help](#) [Log Off](#)

Access level: Person type:

Please select an Access Level to manage.

<input type="checkbox"/> Badge	Person identifier	Last name	First name	Extension	Department	Address 1	Activate	Deactivate
(No results)								

Selected Person

No badge selected. Please select a badge from the list.

Tasks

To add a person click on the Assign Access tab.

The screenshot shows the OnGuard Area Access Manager interface. At the top, the header includes the OnGuard logo, the title "Area Access Manager", and user information: "Username: JPLARSON", "Workstation: accessctrl.eab.unomaha.edu", and "Local Time: 4/14/2015, 6:36:50 AM". There are links for "Preferences", "Help", and "Log Off".

Below the header, there are two dropdown menus: "Access level:" with "Select an Access Level" and "Person type:" with "Cardholder". A message below these says "Please select an Access Level to manage." Below that is a table with columns: "Badge", "Person identifier", "Last name", "First name", "Extension", "Department", "Address 1", "Activate", and "Deactivate". The table content is "(No results)".

On the right side, there is a "Selected Person" panel with the text "No badge selected. Please select a badge from the list." Below this panel is a "Tasks" section with a red header and a button labeled "Assign Access...". Two blue arrows point towards this button from the left and right.

In the search box type the name or NUID number of the person you are requesting access for.



The screenshot shows a window titled "Access Level Assignment Wizard". Below the title bar, there is a subtitle "Search for a badge or badges to assign access to based on badge owner." Below this, there are two dropdown menus: "Person type:" with "Cardholder" selected, and "Person search type:" with "Do not include badge activation dates when searching for people" selected. Below these are two tabs: "Quick Search" (which is active) and "Advanced Search". A large search input field is centered in the main area, with the label "Search:" to its left. At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel".

**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.

The screenshot shows the 'Access Level Assignment Wizard' interface. At the top, it says 'Select the badges to assign access to.' Below this is a 'View' button and the text 'Search results:'. A table lists search results for 'Larson', with columns for 'Badge', 'Person identifier', 'Last name', and 'First name'. The first row is highlighted. A blue arrow points to the checkbox in the 'Badge' column of the first row. Another blue arrow points to the right arrow button between the table and the 'Selected' area. The 'Selected' area is currently empty. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'. A status bar at the bottom indicates 'Results: 1-49 of 49 badges (viewing active badges)'.

Badge	Person identifier	Last name	First name
<input type="checkbox"/> ID: 111617 (Type: UNO STUDENT)	93790055	Larson	Rebecca
<input type="checkbox"/> ID: 111389 (Type: UNO STUDENT)	39668929	Larson	Luke
<input type="checkbox"/> ID: 103611 (Type: UNO STUDENT)	09904958	Larson	John
<input type="checkbox"/> ID: 100061 (Type: UNO STUDENT)	84076095	Larson	Bryce
<input type="checkbox"/> ID: 111732 (Type: UNO STUDENT)	26424700	Larson	Brett
<input type="checkbox"/> ID: 11732 (Type: UNO STUDENT)	19601684	Larson	Zachary
<input type="checkbox"/> ID: 39167 (Type: UNO STUDENT)	75894895	Larson	Whitney
<input type="checkbox"/> ID: 101325 (Type: UNO STUDENT)	44486153	Larson	Mitch
<input type="checkbox"/> ID: 106684 (Type: UNO STUDENT)	46987232	Larson	Michael
<input type="checkbox"/> ID: 36741 (Type: UNO STUDENT)	25255032	Larson	Michael
<input type="checkbox"/> ID: 101508 (Type: UNO STUDENT)	07919310	Larson	Matthew
<input type="checkbox"/> ID: 130530 (Type: UNO STUDENT)	25758341	Larson	Elizabeth
<input type="checkbox"/> ID: 39804 (Type: UNO STUDENT)	98437019	Larson	David
<input type="checkbox"/> ID: 36039 (Type: UNO STUDENT)	06955996	Larson	Chris
<input type="checkbox"/> ID: 103058 (Type: UNO STUDENT)	01007210	Larson	Brian
<input type="checkbox"/> ID: 111783 (Type: UNO STUDENT)	87331611	Larson	Andrew

Once you have the person in the selected area click on the next button

Access Level Assignment Wizard

Select the badges to assign access to.

Search results:

<input type="checkbox"/>	ID: 138492 (Type: UNO STUDENT)	31453407	Larson	Ginger
<input type="checkbox"/>	ID: 139954 (Type: UNO STUDENT)	63348130	Larson	Ryan
<input type="checkbox"/>	ID: 147102 (Type: UNO STUDENT)	12251086	Larson	Shelbie
<input type="checkbox"/>	ID: 143167 (Type: UNO STUDENT)	45718734	Larson	Rachel
<input type="checkbox"/>	ID: 106137 (Type: UNO STUDENT)	38612159	Larson	Alicia
<input type="checkbox"/>	ID: 149061 (Type: UNO STUDENT)	75728441	Larson	Dennis
<input type="checkbox"/>	ID: 146068 (Type: UNO STUDENT)	85701539	Larson	Kathryn
<input type="checkbox"/>	ID: 148217 (Type: UNO STUDENT)	73150353	Larson	Mitchell
<input type="checkbox"/>	ID: 147267 (Type: UNO STUDENT)	49847255	Larson	Shelby
<input type="checkbox"/>	ID: 152409 (Type: UNO STUDENT)	82539096	Larson	Kathryn
<input type="checkbox"/>	ID: 154034 (Type: UNO STUDENT)	51656448	Larson	Brent
<input type="checkbox"/>	ID: 154569 (Type: UNO STUDENT)	60402955	Larson	Angeline
<input type="checkbox"/>	ID: 163531 (Type: UNO STUDENT)	96277993	Larson	Grace
<input type="checkbox"/>	ID: 165013 (Type: UNO SECURTIY/SAFETY)	74567440	Larson	John
<input type="checkbox"/>	ID: 167386 (Type: UNO STUDENT)	89300806	Larson	Jonathon
<input type="checkbox"/>	ID: 167114 (Type: UNO STUDENT)	96438606	Larson	Thor
<input type="checkbox"/>	ID: 170665 (Type: UNO STUDENT)	20371461	Larson	Colin

Selected:

- Badge
- ID: 149061 (Type: UNO STU

Results: 1-49 of 49 badges (viewing active badges)

**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**

Access Level Assignment Wizard

Select the access level(s) you want to assign to the previously selected badge(s). The access level displayed on the main screen has been selected by default.

- MH BLDG
- MH 100 East Hall EMBA
- MH 100 UNLOCK
- MH 100D
- MH 100P
- MH 106 Food Service
- MH 111 MECH Room
- MH 113
- MH 116 Classroom
- MH 126
- MH 128
- MH 129
- MH 131
- MH 134 West Hall Advising
- MH 200 East Hall NBDC
- MH 201 NBDC computer training room
- MH 202 A/V Room
- MH 203 Accounting Lab
- MH 204

Activation date:

Deactivation date:

Set Date/Time Clear Date/Time

< Back Next > Cancel

The activation and deactivation dates do NOT work

You will then get the following conformation box showing you what you are about to do. If your satisfied then click finished.

Access Level Assignment Wizard

Badge(s) to receive the access level assignment(s):

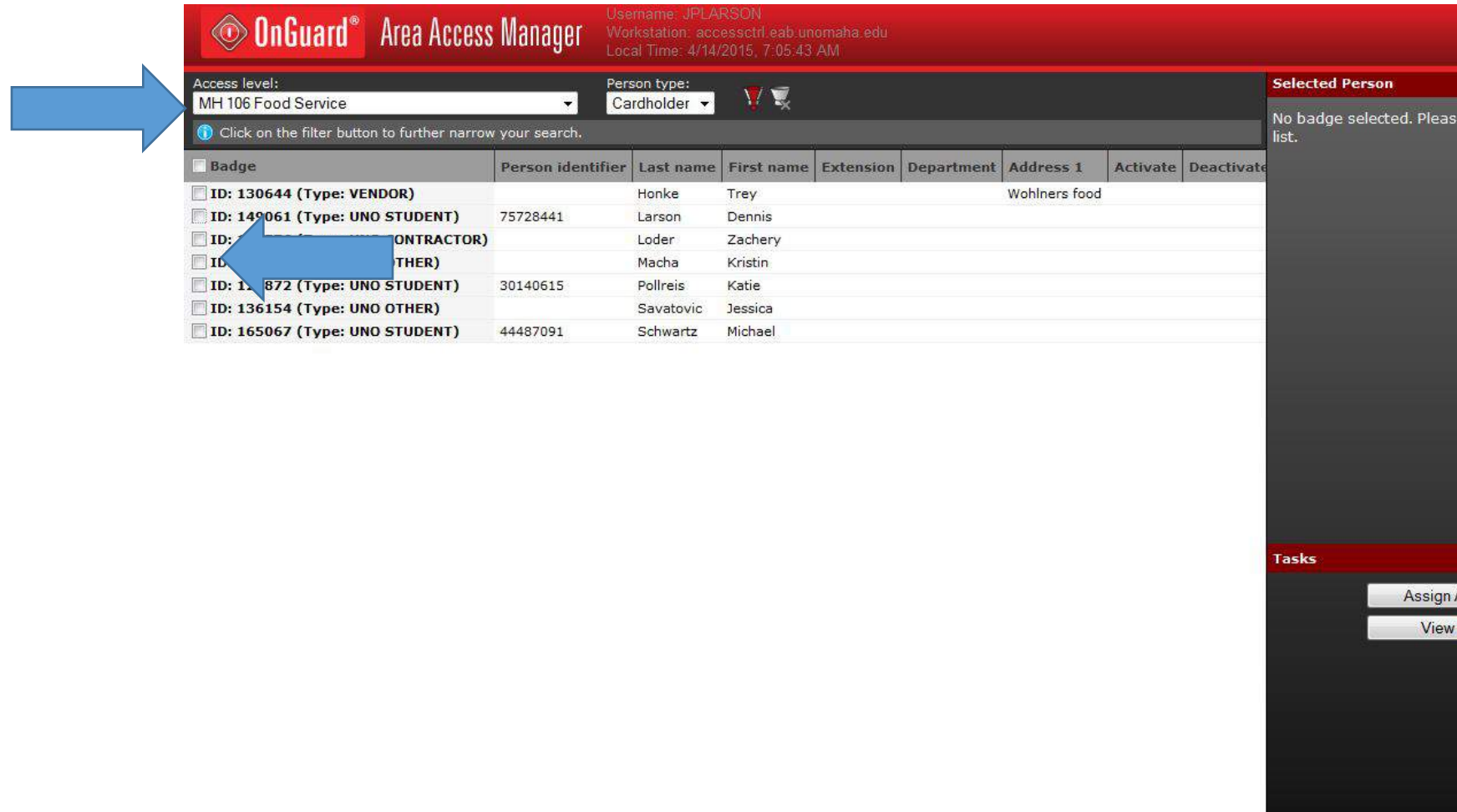
Badge	Person identifier	Last name	First name	Extension	Department	Address 1
ID: 149061 (Type: UNO STUDENT)	75728441	Larson	Dennis			

Access level(s) to assign:

Name	Activate	Deactivate
MH 100D		
MH 106 Food Service		
MH 113		
MH 126		
MH 129		

< Back Finish Cancel

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.



OnGuard® Area Access Manager

Username: JPLARSON
Workstation: accessctrl.eab.unomaha.edu
Local Time: 4/14/2015, 7:05:43 AM

Access level: MH 106 Food Service
Person type: Cardholder

Click on the filter button to further narrow your search.

Badge	Person identifier	Last name	First name	Extension	Department	Address 1	Activate	Deactivate
<input type="checkbox"/> ID: 130644 (Type: VENDOR)		Honke	Trey			Wohlners food		
<input type="checkbox"/> ID: 149061 (Type: UNO STUDENT)	75728441	Larson	Dennis					
<input type="checkbox"/> ID: [REDACTED] (Type: CONTRACTOR)		Loder	Zachery					
<input type="checkbox"/> ID: [REDACTED] (Type: OTHER)		Macha	Kristin					
<input type="checkbox"/> ID: 15872 (Type: UNO STUDENT)	30140615	Pollreis	Katie					
<input type="checkbox"/> ID: 136154 (Type: UNO OTHER)		Savatovic	Jessica					
<input type="checkbox"/> ID: 165067 (Type: UNO STUDENT)	44487091	Schwartz	Michael					

Selected Person
No badge selected. Please select a badge from the list.

Tasks
Assign A
View A

This screen will also show you everyone that has access to the selected room.

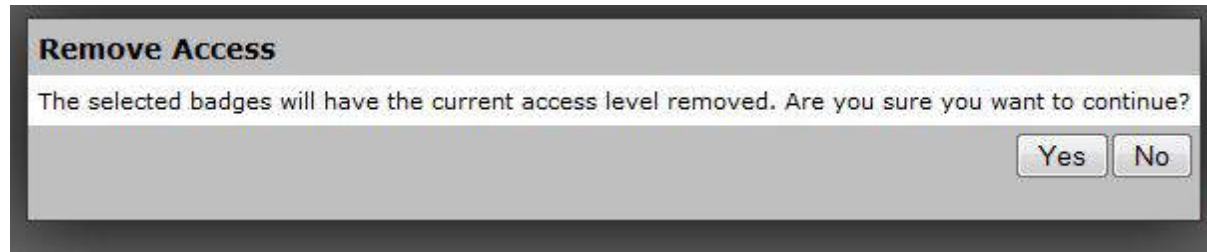
Once you click on a person there picture will pop up. If you click multiple people no pictures will be displayed.

The screenshot shows the OnGuard Area Access Manager interface. At the top, the user is identified as JPLARSON, with workstation accessctrl.eab.unomaha.edu and local time 4/14/2015, 7:10:15 AM. The interface includes a search filter for 'MH 106 Food Service' and 'Person type: Cardholder'. A table lists several individuals, with 'Dennis Larson' (ID: 149061) selected. A 'Selected Person' panel on the right displays a photo of Dennis Larson and a 'View' button. Below this, a 'Tasks' panel contains three buttons: 'Assign Access...', 'Change Dates...', and 'Remove Access'. A blue arrow points to the 'Remove Access' button.

Badge	Person identifier	Last name	First name	Extension	Department	Address 1	Activate	Deactivate
<input type="checkbox"/> ID: 130644 (Type: VENDOR)		Honke	Trey			Wohlners food		
<input checked="" type="checkbox"/> ID: 149061 (Type: UNO STUDENT)	75728441	Larson	Dennis					
<input type="checkbox"/> ID: 130576 (Type: UNO CONTRACTOR)		Loder	Zachery					
<input type="checkbox"/> ID: 136152 (Type: UNO OTHER)		Macha	Kristin					
<input type="checkbox"/> ID: 127872 (Type: UNO STUDENT)	30140615	Pollreis	Katie					
<input type="checkbox"/> ID: 136154 (Type: UNO OTHER)		Savatovic	Jessica					
<input type="checkbox"/> ID: 165067 (Type: UNO STUDENT)	44487091	Schwartz	Michael					

If this is the correct person click on the remove access button.

You will get the following warning. If your 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**