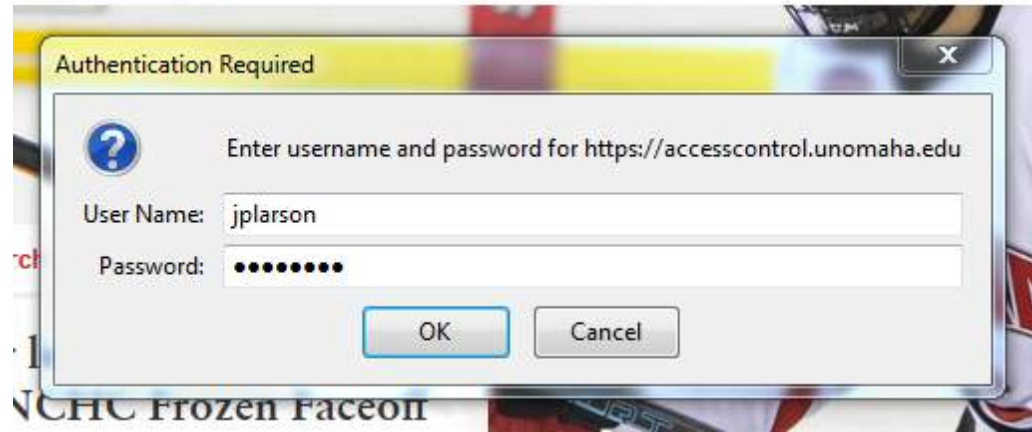


Online Request Program

**Firefox is the preferred program
to use to access the On-Line
request program**

**The address is
<https://accesscontrol.unomaha.edu>**



You will be asked to enter your user name and password



Access Management Program

Access Management Program

Reports	Orders	Key Managers
Key Holder Key History	My Orders New Order	Edit My Key Managers Report Lost Key

Welcome to the Access Management Program. This program will allow Key Managers to order keys from Access Control, as well as request MavCard access. Any questions please contact UNO Access Control at (402) 554-2922 or (402) 554-2648 or email unoaccesscontrol@unomaha.edu during normal business hours. After hours requests please call UNO Security Dispatch at (402) 554-2648.



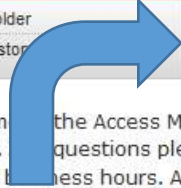
Once logged in you will be taken to the main page



Access Management Program

Access Management Program

Reports	Orders	Key Managers
Key Holder Key History	My Orders New Order	Edit My Key Managers Report Lost Key



Welcome to the Access Management Program. This program will allow Key Managers to order keys from Access Control, as well as request MavCard access. For questions please contact UNO Access Control at (402) 554-2922 or (402) 554-2648 or email unoaccesscontrol@unomaha.edu during normal business hours. After hours requests please call UNO Security Dispatch at (402) 554-2648.



To place a order click on “New Order”



New Access Request

Access Management Program

Reports	Orders	Key Managers
Key Holder Key History	My Orders New Order	Edit My Key Managers Report Lost Key

NUID: Department: Key Sequence

Search Method:

- Search for location by Building and Door Number
- Search for location based on Key ID Number

Building: Door: Match Exact

Select a Door

Current Doors



Enter the NUID number of the person that you are ordering access for then click the search button



New Access Request

Access Management Program

Reports	Orders	Key Managers
Key Holder Key History	My Orders New Order	Edit My Key Managers Report Lost Key

NUID:
Department:
Key Sequence

Search Method:

- Search for location by Building and Door Number
 Search for location based on Key ID Number

Building:
Door: Match Exact

Select a Door

	Location	Door Type
Select	KH BLDG	Card
Select	KH1 514, 514A, 514B, 514C, 514D, 514E, 514F, 514G, 514H, 514J, 514K, 514L, 517	Key
Select	KH1 514, 514A, 514B, 517	Key
Select	KH1 514, 514A, 514C, 517	Key
Select	KH1 514, 514A, 514D, 517	Key
Select	KH1 514, 514A, 514E, 517	Key
Select	KH1 514, 514A, 514F, 517	Key
Select	KH1 514, 514A, 514G, 517	Key
Select	KH1 514, 514A, 514H, 517	Key
Select	KH1 514, 514A, 514I, 517	Key
Select	KH1 514, 514A, 514J, 517	Key
Select	KH1 514, 514A, 514K, 517	Key
Select	KH1 514, 514A, 514L, 517	Key
Select	KH1 514, 514A, 517	Key

**Click on the select button next to the keys
that you want to request**

NUID: 12345678
Department: Access Control
Key Sequence: Regular
Search Method:
 Search for location by Building and Door Number
 Search for location based on Key ID Number
Building: KH1
Door: Match Exact

Select a Door

	Location	Door Type
Select	KH BLDG	Card
Select	KH1 514, 514A, 514B, 514C, 514D, 514E, 514F, 514G, 514H, 514J, 514K, 514L, 517	Key
Select	KH1 514, 514A, 514B, 517	Key
Select	KH1 514, 514A, 514C, 517	Key
Select	KH1 514, 514A, 514D, 517	Key
Select	KH1 514, 514A, 514E, 517	Key
Select	KH1 514, 514A, 514F, 517	Key
Select	KH1 514, 514A, 514G, 517	Key
Select	KH1 514, 514A, 514H, 517	Key
Select	KH1 514, 514A, 514J, 517	Key
Select	KH1 514, 514A, 514K, 517	Key
Select	KH1 514, 514A, 514L, 517	Key
Select	KH1 514, 514A, 517	Key



When granting access to an interior door, please remember to add building exterior access as needed.

Current Doors

After you select a key then click on the “Add key to order” button

NUID: 12345678
 Department: Access Control
 Key Sequence: Regular
 Search Method:
 Search for location by Building and Door Number
 Search for location based on Key ID Number
 Building: KH1
 Door: Match Exact

Select a Door

	Location	Door Type
Select	KH BLDG	Card
Select	KH1 514, 514A, 514B, 514C, 514D, 514E, 514F, 514G, 514H, 514J, 514K, 514L, 517	Key
Select	KH1 514, 514A, 514B, 517	Key
Select	KH1 514, 514A, 514C, 517	Key
Select	KH1 514, 514A, 514D, 517	Key
Select	KH1 514, 514A, 514E, 517	Key
Select	KH1 514, 514A, 514F, 517	Key
Select	KH1 514, 514A, 514G, 517	Key
Select	KH1 514, 514A, 514H, 517	Key
Select	KH1 514, 514A, 514J, 517	Key
Select	KH1 514, 514A, 514K, 517	Key
Select	KH1 514, 514A, 514L, 517	Key
Select	KH1 514, 514A, 517	Key

Current Doors

Quantity	Location	Notes	Door Type	
1	KH1 514, 514A, 514B, 514C, 514D, 514E, 514F, 514G, 514H, 514J, 514K, 514L, 517		Key	Delete



This will add the selected key to the list at the bottom.

Select	KH1 514, 514A, 514C, 517	Key
Select	KH1 514, 514A, 514D, 517	Key
Select	KH1 514, 514A, 514E, 517	Key
Select	KH1 514, 514A, 514F, 517	Key
Select	KH1 514, 514A, 514G, 517	Key
Select	KH1 514, 514A, 514H, 517	Key
Select	KH1 514, 514A, 514J, 517	Key
Select	KH1 514, 514A, 514K, 517	Key
Select	KH1 514, 514A, 514L, 517	Key
Select	KH1 514, 514A, 517	Key

Current Doors

Quantity	Location	Notes	Door Type
1	KH1 514, 514A, 514B, 514C, 514D, 514E, 514F, 514G, 514H, 514J, 514K, 514L, 517		Key Delete
1	KH1 514, 514A, 514D, 517		Key Delete
1	KH1 514, 514A, 514H, 517		Key Delete
1	KH1 514, 514A, 514E, 517		Key Delete

Review Order



You will have to “select” and “add key to order” one at a time until you get all the keys you wish to order.

Building: KH1
Door: Match Exact

Select a Door

	Location	Door Type
Select	KH BLDG	Card
Select	KH1 514, 514A, 514B, 514C, 514D, 514E, 514F, 514G, 514H, 514J, 514K, 514L, 517	Key
Select	KH1 514, 514A, 514B, 517	Key
Select	KH1 514, 514A, 514C, 517	Key
Select	KH1 514, 514A, 514D, 517	Key
Select	KH1 514, 514A, 514E, 517	Key
Select	KH1 514, 514A, 514F, 517	Key
Select	KH1 514, 514A, 514G, 517	Key
Select	KH1 514, 514A, 514H, 517	Key
Select	KH1 514, 514A, 514J, 517	Key
Select	KH1 514, 514A, 514K, 517	Key
Select	KH1 514, 514A, 514L, 517	Key
Select	KH1 514, 514A, 517	Key

You can also select building access, and if applicable other card access Doors and alarm codes.

Current Doors

Quantity	Location	Notes	Door Type	
1	KH1 514, 514A, 514B, 514C, 514D, 514E, 514F, 514G, 514H, 514J, 514K, 514L, 517		Key	Delete
1	KH1 514, 514A, 514D, 517		Key	Delete
1	KH1 514, 514A, 514H, 517		Key	Delete
1	KH1 514, 514A, 514E, 517		Key	Delete
N/A	KH BLDG	N/A	Card	Delete

All Fields Required

Card Information

Card access is valid from date of issue until revoked by the Department. Please add a specific removal date for Students, Volunteers, Contractors, etc. For Faculty or Staff access requests, enter a date of 12/31/9999.

Request Type:


Comments:

Graduate student, Staff, Affiliate, Other (Please Specify)

Expiration Date/Time for Affiliates Only

Card Holder Restrictions: Example M-F from 6am until 5pm only OR 24 hour access

Remove after:

 (optional)

Review Order

This box allows you to add or remove access as needed
“Grant” is Add and “Revoke” is remove.

This box currently does not work

You will then notice that additional items that can be changed.

Select	KH1 514, 514A, 514G, 517	Key
Select	KH1 514, 514A, 514H, 517	Key
Select	KH1 514, 514A, 514J, 517	Key
Select	KH1 514, 514A, 514K, 517	Key
Select	KH1 514, 514A, 514L, 517	Key
Select	KH1 514, 514A, 517	Key

Current Doors

Quantity	Location	Notes	Door Type
1	KH1 514, 514A, 514B, 514C, 514D, 514E, 514F, 514G, 514H, 514J, 514K, 514L, 517		Key Delete
1	KH1 514, 514A, 514D, 517		Key Delete
1	KH1 514, 514A, 514H, 517		Key Delete
1	KH1 514, 514A, 514E, 517		Key Delete
N/A	KH BLDG	N/A	Card Delete

All Fields Required

Card Information

Card access is valid from date of issue until revoked by the Department. Please add a specific removal date for Students, Volunteers, Contractors, etc. For Faculty or Staff access requests, enter a date of 12/31/9999.

Request Type:

Comments:

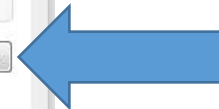
Graduate student, Staff, Affiliate, Other (Please Specify)

Expiration Date/Time for Affiliates Only

Card Holder Restrictions: Example M-F from 6am until 5pm only OR 24 hour access

Remove after:  (optional)

[Review Order](#)



When you have added everything then click on the “Review Order”

Reports	Orders	Key Managers
Key Holder	My Orders	Edit My Key Managers
Key History	New Order	Report Lost Key

Please verify your order:

Requesting For: John Larson (74567440)

KEYS

Department: ACCESS CONTROL (UNO)

NUID	Quantity	Location	Notes
123456781		KH1 514, 514A, 514B, 514C, 514D, 514E, 514F, 514G, 514H, 514J, 514K, 514L, 517	
123456781		KH1 514, 514A, 514D, 517	
123456781		KH1 514, 514A, 514H, 517	
123456781		KH1 514, 514A, 514E, 517	
	N/A	KH BLDG	N/A

DOORS

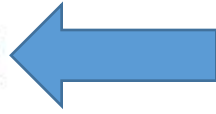
Request Type: Revoke

Comments: This is a sample for comments

Doors:




KH BLDG

Submit Request



You can then review the order to make sure it has everything they need. When you finished click on the “Submit Request” Button

Once the order has been processed you will get a e-mail letting you know the key is ready to be picked up at the Public Safety window between 7:15 and 4:45 Monday thru Friday.

 Reply  Reply All  Forward



Fri 3/13/2015 7:33 AM

donotreply@unomaha.edu

Key Request

To UNO Access Control

Your key request is complete and ready for pickup.

Order Number: 1777

Ordered: 3/13/2015 7:20:53 AM

Department: ACCESS CONTROL (UNO)

Cost Object: 12.0

Approved	HS	NUID	Quantity	Total Cost	Location	Notes
True	True	74567440	1	\$0.00	KH1 514, 514A, 514B, 514C, 514D,	

We hold keys for 30 days. If the key is not picked up after 30 days we then recycle the key and you will see the following e-mail.



Fri 3/13/2015 7:35 AM

donotreply@unomaha.edu

Key Request

To UNO Access Control

Your key request has been cancelled.

Order Number: 1777

Ordered: 3/13/2015 7:20:53 AM

Department: ACCESS CONTROL (UNO)

Cost Object: 12.0

Approved	HS	NUID	Quantity	Total Cost	Location	Notes
True	True	74567440	1	\$0.00	KH1 514, 514A, 514B, 514C, 514D,	

If you are a key Manager you can edit who in your department can request keys



The screenshot shows the 'Access Management Program' interface. At the top, there is a logo consisting of a stylized 'U' in red and black, followed by the text 'Access Management Program'. Below this is a navigation bar with three main sections: 'Reports', 'Orders', and 'Key Managers'. The 'Key Managers' section is highlighted with a blue arrow pointing to it from the right. Under the 'Key Managers' section, there are two buttons: 'Edit My Key Managers' and 'Report Lost Key'. A blue arrow points to the 'Edit My Key Managers' button from the left. Below the navigation bar, there is a welcome message: 'Welcome to the Access Management Program. This program will allow Key Managers to order key access. Any questions please contact UNO Access Control at (402) 554-2922 or (402) 554-2648 or [unclear]'.

Click the “Edit My Key Managers” button

In the box below enter the NUID number of the person you want to help with the requests

Key Managers for: ACCESS CONTROL (UNO)

NUID:	<input type="text" value="74567440"/>	Larson, John
NUID:	<input type="text"/>	
NUID:	<input type="text"/>	

**Click on the save changes for this department.
They now have access to use this program.**

If you have any questions please e-mail
accesscontrol@unomaha.edu or call 4-2922

Thank You.