

TDS ACCESS CONTROL

Managing Student Access

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Managing Student Access

It is possible to assign access to a student on an individual basis as you would for a staff member or contractor record. The second option is to assign to a group of students (student class) via their student module.

All student modules are setup in the source system ITS which is the student record system for UCC. There is an interface from ITS to TDS Access, so all of the modules are available as access groups in TDS Access.

Once a Terminal/Door is assigned to a particular Student Access Group (module), any student registered to that module will automatically gain access to the Terminal/Door.

Viewing Student Modules assigned to a Student's Access Profile.

You can view all the Student Modules Access groups that have been assigned to a Student by loading the students details onto the Access Control Panel (ACP) and then clicking on the Access Profile icon on the ACP screen.

- 1. Navigate to the Access Control Panel (ACP).
 - a. Select Menu => Maintain => Access Control Panel



2. Enter the Student Number or Student Name in the Person field

Dashboard	el ×		
Person Select person	• Badge Select badge • C	Auto Refresh 🖉 💌 🗌 🗖 Include inactive	Ð
	Last Seen Id Title Job Title Home Zone		
	Active Department Sub Department		ž
Badge Numb Badge Status Active Date T Expiry Date T	er ime	Access Profile	
Emergency R Contact Nurr Assembly Po Person Categ	ole ber nt ory	Security Clearance Allowed Visitors	

In this example 119666666 - Test Student details are displayed in the ACP screen. Click on the **Key** Icon (see image below) to display the **Access Profiles** for this student

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Person (1	odddddd - Test Student	H * Sedge Gelentings	Auss laterast Auss laterast	-
0 1		Test Student, Student		₽ İ
-	U.	ký 11566666 Tale Joh Title Horne Zane – Skutenta		ŵ
۲		Active Yes Department Students Sub-Department		ž
0	Berlije Nurvin Berlije Sterus Active Date Tr Expiry Date T	er 2007.442 uale ina 11/05/022016.00 ina 20/05/0220.00.00	Rese Distributy makes Galax Basin Library Galax Basin (Joney Galax Basin G	
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	Person Categ	νγ ·	Altowed Victory	

Note: You will notice a list of access areas if you place your cursor on the list to the right of the Access Profile (as shown in yellow above). These are default access areas that the student can access for example the turnstiles in the Boole Library.

3. The Access Profile screen displays all the Student Module Access groups that have been assigned to this student. You can see here the **Active Date** and **Expiry Date** against each Student Module Access Group.

O Access	C Access Profile / 119666666 - Test Student / Active							
+ Add	Keyword se	earch Q					-	
Action	Person type	Active	Access Group	Access Group	Time Profile	Active Date T	Expiry Date Time	
<u>i</u> 2	Student	0	FE2013	Global Food Po		01/01/2020 00:	30/05/2020 00:00	
<u>n</u> 2°	Student	0	AC2205	Intermediate M		01/01/2020 00:	30/05/2020 00:00	
<u>.</u>	Student	0	BU2001	Placement Skill		09/09/2019 00:	30/09/2020 00:00	
<u>i</u> 2	Student	0	AP1011	Psychology for		09/09/2019 00:	30/09/2020 00:00	
« <	Page 1 of	f1 > » 3			Displaying 1 -	4 of 4 access profil	es 🕘 🖨	

This information is coming from the ITS (Student Records System) and cannot be changed. Some Modules span the entire academic year, and some expire once the semester ends.

In this example Module **FE2013** is a second semester module and is active from 01-Jan-2020. If a Terminal/Door is linked to the Student Module Access Group FE2013 then any student registered for FE2013 will have access to the Terminal/Door from 01-Jan-2020 until 30-Jun-2020.

Configure a Student Module (Add Doors and Time Profile)

When an Access Control Administrator assigns Terminals/Doors to a particular Student Module Access Group, any student registered for that specific module will automatically gain access to those Terminals/Doors.

The **Configure Access Group** portlet is where you can assign/unassign Terminal(s)/Door(s) you want to add or remove to/from a Student Module Access Group.

In TDS Access, the **Time Profile** for a Student Module Access Group is applied to Terminals/Doors when the Terminals/Doors are assigned to the Access Group.

Note: When you are giving Students access to particular doors, try and chose a module that is common across all students, rather than giving access across a number of modules.

1. Navigate to the Configure Access Group

a. Select Menu => Settings => Configure Access Group.



2. Search for the Student Module Access Group you need to configure by entering the Student Module Access Group Code in the Access Group field – in this example **FE2013**

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≡	Dashboard	Configure Access Group	R	
\$	+ Add	fe2013	×Q	
F 2	Action	Access Group Code	Access Group 🕇	Assigned Terminals
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-				

3. Click on the Edit button in the Action column to configure the Student Module Access Group

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≡	Dashboard	Configure Access Group	R	
0	+ Add	fe2013	×Q	
F 2	Action	Access Group Code	Access Group 1	Assigned Terminals
Ľ	% 🖉 🖧	FE2013	Global Food Policy	

4. A list of Terminals/Doors that can be assigned to the Student Module Access Group will appear on the left-hand panel of the Configure Access Group dialog box – see image below.

assigned Terminal				Assigned Terminal			
ord search Q			•••	Keyword search Q	т	ime Profile Select tim	e profile
Description	Short Description	Terminal Code		Description	Short Descripti	Terminal Code	Time Pro
Food Business & Development			*				
O'Rahilly - 2.32B PostGrad Computer Lab		00000166					
🖸 🎦 O'Rahilly - 2.32A PostGrad Computer Lab		00000165					
O'Rahilly - 2.31 Board Room		00000164					
O' Rahilly Food Business Kitchen (2.23B)		00000162					
O' Rahilly 2.23A CSL Postgrad Room		00000163					
O Connolly Car Park							
🗋 🗋 Granary Drama Labs	Granary Drama Labs	00001346					
🗌 🗋 Connolly Building Main Door	Connolly Building Main D	00001345					
Connolly Building Car Park Barrier		00000864					

- 5. Assign Terminals/Doors and corresponding Time Profile to the Student Module Access Group.
 - a. Select the Terminal(s)/Door(s) to be assigned to the Student Module Access Group from the list of unassigned Terminals/Doors on the left-hand panel on the Configure Access Group dialog box in this example Terminals/Doors 00000162, 00000163, 00000164, 00000165 and 00000166 are the Terminals/Doors to be assigned to Student Module Access Group FE2013.

O Configure Access Group FE2013			
Code FE2013 Description* Global Food Policy	Public Visitor 🛛 Time & Att	endance 🗌 Cardii	ink Hotspot
Unassigned Terminal			
Keyword search Q			
Description	Short Description	Terminal Code	
👻 🔮 🔹 Food Business & Development			^
𝞯 🗋 O'Rahilly - 2.328 PostGrad Computer Lab		00000166	
🕑 🗋 O'Rahilly - 2.32A PostGrad Computer Lab		00000165	
🕑 🗋 O'Rahilly - 2.31 Board Room		00000164	
Stahilly Food Business Kitchen (2.238)		00000162	
Son Contraction Co		00000163	
▼ 🗋 o Connolly Car Park			
Granary Drama Labs	Granary Drama Labs	00001346	- 1
Connolly Building Main Door	Connolly Building Main D	00001345	- 1
Connolly Building Car Park Barrier		00000864	-

b. Click the **Assign** button on the bottom of the screen to assign these **Terminals/Doors** to the Access group.

O Configure Access Group FE2013							×
·							^
Unassigned Terminal				Assigned Terminal			
Keyword search			•••	Keyword search Q	т	me Profile Select tin	ne profile
Description	Short Description	Terminal Code		Description	Short Descripti	Terminal Code	Time Profile
💌 🗹 🜼 Food Business & Development			^				
🕑 🎦 O'Rahilly - 2.32B PostGrad Computer Lab		00000166					
🕑 🎦 O'Rahilly - 2.32A PostGrad Computer Lab		00000165					
🕑 🎦 O'Rahilly - 2.31 Board Room		00000164					
🕑 🗋 O' Rahilly Food Business Kitchen (2.23B)		00000162					
C Po C Rabilly 2 23A CSL Postgrad Room		00000163					
👻 🗋 🜼 Connolly Car Park							
🗖 🗋 Granary Drama Labs	Granary Drama Labs	00001346					
🗋 🗋 Connolly Building Main Door	Connolly Building Main D	00001345					
🗋 🗋 Connolly Building Car Park Barrier		00000864	-				
15 Terminals Unassigned		→ 2	Assign	+ Unassign			
4			-				•
						🐟 Res 🖹	Save X Canc

c. You are prompted to enter the **Time Profile** for these Terminals/Doors.



d. Select the Time Profile from the dropdown pick list and click Save.



6. Now the Assigned Terminals/Doors and Time Profile are displayed on the right-hand panel – see image below.

Assigned Terminal				
Keyword search Q	т	îme Profile	2 - 08:00	- 18:00 Monday to
Description	Short Descripti	Termina	l Code	Time Profile
O University College Cork				
Food Business & Dev				
O' Rahilly 2.23A CSL P		00000163		2 - 08:00 - 18:00
🛛 🗋 O' Rahilly Food Busin		00000162		2 - 08:00 - 18:00
🗋 🗋 O'Rahilly - 2.31 Board		00000164		2 - 08:00 - 18:00
🛛 🗋 O'Rahilly - 2.32A Post		00000165		2 - 08:00 - 18:00
O'Rahilly - 2.32B Post		00000166		2 - 08:00 - 18:00
+ Unassign				,
		🐟 Res.	. B	Save X Canc

7. Click Save to complete the Student Module Access Group configuration.

Assigned Terminal					l
Keyword search Q	7	îme Profile	2 - 08:00	0 - 18:00 Monday to	I
Description	Short Descripti	Termina	l Code	Time Profile	I
O University College Cork					I
▼ □ ○ Food Business & Dev					I
🗋 🗋 O' Rahilly 2.23A CSL P		00000163		2 - 08:00 - 18:00	I
🛛 🗋 O' Rahilly Food Busin		00000162		2 - 08:00 - 18:00	I
O'Rahilly - 2.31 Board		00000164		2 - 08:00 - 18:00	I
O'Rahilly - 2.32A Post		00000165		2 - 08:00 - 18:00	I
O'Rahilly - 2.32B Post		00000166		2 - 08:00 - 18:00	I
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+ Unassign				•	Ŧ
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Remove Access from a Student Module Access Group

You can remove/unassign Terminals/Doors already assigned to a Student Module Access Group at any time.

1. Search for the Student Module Access Group to edit. In this example enter Student Module Access Group FE2013 as the keyword search – see image below.

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F 2	Action	Access Group Code	▼ Access Group ↑	Assigned Terminals
٣	% 🖍 🕺	FE2013	Global Food Policy	O' Rahilly 2.23A CSL Postgrad Room
\odot				

2. Click the Edit icon to edit the Student Module Access Group FE2013

٥				
≡	Dashboard	Configure Access Grou	– ×	
0	+ Add	fe2013	×Q	
F 8	Action	Access Group Code	▼ Access Group ↑	Assigned Terminals
ك	% 🖉 😤	FE2013	Global Food Policy	O' Rahilly 2.23A CSL Postgrad Room
\odot				

3. Search for Terminals/Doors to remove/unassign. Use keyword search on the right-hand panel or scroll to find Terminals/Doors to remove/unassign.

O Configure Access Group FE2013							×
Code FE2013 Description* Global Food Policy	Public Visitor 🛛 Time & Att	endance 🗌 Cardlin	k Hotspot (]			•
Unassigned Terminal				Assigned Terminal			
Keyword search Q			••••	Keyword search Q	т	ime Profile Select ti	me profile
Description	Short Description	Terminal Code		Description	Short Descripti	Terminal Code	Time Profile
▼ □ ◎ University College Cork			^	O University College Cork			
▼□ ° Students				▼ □ ○ Food Business & Dev			
OCB- Sensory Room 2 RU.06		00001829		O' Rahilly Food Busin		00000162	08:00 - 18:00 M.
OCB- Sensory Room 1 RU.04		00001831		O' Rahilly 2.23A CSL P		00000163	08:00 - 18:00 M.
OCB- Respite Room 2 RU.08		00001830		O'Rahilly - 2.31 Board		00000164	08:00 - 18:00 M.
OCB- Lobby to Stairwell RG.09		00001833		O'Rahilly - 2.32A Post		00000165	08:00 - 18:00 M.
OCB- Lobby to Kitchen RG.06		00001832		O'Rahilly - 2.32B Post		00000166	08:00 - 18:00 M.
OCB- Ground Floor Lift		00001834					
OCB- Eating Room RU.10		00001828					
Connolly Car Park			-				
4			_				
						🐟 Res	Save X Canc

4. Check the Terminal(s)/Door(s) to be removed from the Student Module Access Group, from the list of Terminals/Doors displayed on the right-hand panel of the Configure Access Group screen.

Assigned Terminal			
Keyword search Q	1	ime Profile Select t	ime profile
Description	Short Descripti	Terminal Code	Time Profile
🗸 🖉 🔍 University College Cork			
🔻 🗹 🜼 Food Business & Dev			
🕑 🗋 O' Rahilly Food Busin		00000162	08:00 - 18:00 M.
O' Rahilly 2.23A CSL P		00000163	08:00 - 18:00 M.
🕑 🗋 O'Rahilly - 2.31 Board		00000164	08:00 - 18:00 M.
O'Rahilly - 2.32A Post		00000165	08:00 - 18:00 M.
🕑 🗋 O'Rahilly - 2.32B Post		00000166	08:00 - 18:00 M.
← Unassign			
		🐟 Res	Save X Canc

5. Click the **Unassign** button at the bottom of the screen to remove the Terminal(s)/Door(s).



- 6. Click **Save** to save your changes.
- 7. The doors have been removed/unassigned from the FE2103 Student Module Access Group.

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_ 2	Action	Access Group Code	Access Group ↑	Assigned Terminals
<u>لع</u>	🐁 🖉 🖧	FE2013	Global Food Policy	
•	• Unassign			
•	Unassign			