

Benjamin M. Statler College of Engineering and Mineral Resources

Electronic and Programmable Lock Policy - Procedures

Procedures

1. All WVU electronic locks are programmed with default templates to allow specifically identified Facilities Management groups to have authorized access. A sample list of these default templates can be found in the appendices. Any restrictions to the default templates need a written request submitted to and approved by the Building Supervisor, who will forward the request to WVU Facilities Management.
2. Lock access authorization is available through the website:
<http://its.statler.wvu.edu ... Request Card Lock Services>
Office 365 shared mailbox account for management and notifications: Statler-Locks@mail.wvu.edu
3. A termination or change in responsibility requires the following actions:
 - ✓ WVU Card Services is to notify the Statler College Lock Administrator to remove the employees outside the College that are listed in the default template who has access to Statler College controlled rooms.
 - ✓ Statler College Payroll Representative is to notify the Statler College Lock Administrator to remove the Statler College employee who has had a change in assignment.
 - ✓ Statler College department payroll representative is to notify the Statler College Lock Administrator to remove the Statler College department employee who has had a change in assignment.
 - ✓ Statler College Student Records office is to notify the Statler College Lock Administrator to remove students upon graduation.
4. Inventory and Control Management
 - ✓ Door Lock Inventory:
 - A door lock inventory is to be performed at least once a semester. This process will include the following:
 - Physically check for the existence of electronic and programmable door locks in Statler College facilities.
 - Generate an access report for each electronic door lock. WVU Card Services will assist the Statler College Lock Administrator in this task as needed.
 - Verify that the list of “Statler College positions with authorized access” is current and granted authorized access.
 - Upload current locking plan and download lock activity data. Update lock software and any changes in the Facilities Management default templates.
 - Replace batteries as needed (high use = 6 months, other = 12 months) with Energizer Industrial type. A steady green with flashing red indicates low

battery.

** In cases where battery failure has occurred, the door can be opened using the XPP Programmer. **

- ✓ XPP Programmer Inventory (Onity Integra Database):
 - A XPP programmer inventory is to be performed at least once a semester. This process will include the following:
 - Physically check the location of XPP programmer devices for Statler College facilities. In the event the location of any device cannot be verified, the Statler College Lock Administrator is to be notified immediately.
 - Check current Statler College operator list for accuracy and notify Statler College Lock Administrator of any changes.
 - Replace rechargeable batteries as needed.
- ✓ Onity Integra Database & CBord Gold Locking Plan review is to be performed at least once a semester. This process will include generation of an Excel report for all electronic locks in Statler College facilities where the report includes: door name, template name, last name, first name, middle name, time zone, ownership, plan type, expiration date, WVUID.
- ✓ CBord Gold database can be accessed via <https://mymountaineercard.wvu.edu>

5. New/change operator request:

- ✓ Submit request to Lock Administrator for Dean approval
- ✓ Operator sign Mountaineer Card Services confidentiality form
- ✓ Mountaineer Card Services creates Onity Integra database account
- ✓ Software is loaded on operator workstation
- ✓ Provide new operator introductory training
- ... operator removal ...
- ✓ Mountaineer Card Services can disable Onity Integra database account to remove access

6. Training

- ✓ New operator introduction (Onity Integra database):
 - Log in to Onity Integra database
 - Update personal locking plan
 - Locate entry (last and first name with filter or search by WVUID as user id)
 - Set expiration date (will remove authorized access automatically on date after lock is updated)
 - Set time zone (start/end time) when access is authorized
 - Add door using ">" to move listing from left to right window
 - Remove door using "<" to move listing from right to left window
 - Generate entry log using filter or by door
 - Generate access report using by door or by person
 - Use communicate, XPP to upload locking plan to XPP programmer
 - Use XPP programmer to update lock

- Use communicate, XPP to download activity/entry data from XPP programmer
 - Log out Onity Integra database
- ✓ New operator introduction (CBord Gold):
 - Log in to CBord Gold via <https://mymountaineercard.wvu.edu>
 - Update personal locking plan
 - Locate entry using Patron Lookup (last and first name with filter or search by WVUID as user id)
 - Edit Patron Groups
 - Add from existing Patron Group list
 - Set effective & expires date (will remove authorized access automatically on date)
 - Time of access is set via Patron Group when access is authorized (Access Assignments, Patron Group, Door Schedule)
 - Individual door access for a Patron can be set under Patron Lookup, Access, Modify Access Assignments
 - Access changes are immediate when system communications from database to lock are operation; if connection is broken then update occurs when connections restored
 - Ad-Hoc Reports, Access Reports, Patron Door, Extended Patron Access, Patron PIK=WVUID, Expand Patron & Location Groups ... use to generate by Patron access list
 - Log out CBord Gold
- ✓ Operator refresher
 - It is recommended every two (2) years:
 - Review policy
 - Question and Answer
 - Changes in software and hardware
 - Best practices
- 7. Request access authorization:
 - ✓ Use the following website to submit request its.statler.wvu.edu and follow “Request Card Lock Services” link
 - ✓ Request is emailed automatically
 - Primary Operator(s)
 - Statler College Lock Administrator
 - ✓ Operator performs verification
 - Student, employee, contractor, or visitor
 - ✓ Grant, deny, or remove authorized access
 - ✓ Update lock
 - ✓ Email notification to requestor
 - Note whether card needs to be updated