5a. Lenel Job Aid: Access Levels – Create/modify, assign a person, & set deactivation dates

*Manually create/modify an access level*

1. Login to System Administration via the RDS webpage: rds-lenel-prd.stanford.edu
2. Navigate to Access Control → Access Levels ...
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3. To modify an access level, highlight on the access level in question and click modify.
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4. To create an access level, click add.

5. If prompted, select your segment
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6. Regardless of if you are modifying an existing record or creating a new one, complete the needed data:

**Name:** Make sure to use naming convention: Segment-Quad-Building-timeframe-description.

**Assign to Access Level -> Reader:** Make sure to select your reader or readers by the red check box indication. Highlighting the reader is not sufficient.

**Timezone:** Select the matching (previously created) timezone.

**Click Assign.**
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7. Notice that your reader has now been assigned and you may click ok.
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Adding and Removing Access Levels to Cardholders in Lenel

1. Administration → Cardholders

2. Click on Search as seen above

   Last Name and First Name are CASE SENSITIVE.

   Cardholder ID is the UnivID and is always 9 digits so if your UnivID is 01234567, you will add an extra zero and your search will be 001234567.
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3. Once the record is returned, then you can add access as described here. Click on the “Access Levels” tab and then on the “Modify” button.
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4. Click on the icon next to the Access Level you want to assign and a RED check mark should appear. Click OK.
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A successful assignment will show in the Cardholder window:
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Setting Deactivation on an Access Level

1. Administration → Cardholders
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2. Click on Search as seen above

Last Name and First Name are CASE SENSITIVE.

Cardholder ID is the UnivID and is always 9 digits so if your UnivID is 01234567, you will add an extra zero and your search will be 001234567.
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3. Once the record is returned, then you set deactivation dates as described here. Click on the “Access Levels” tab and then on the “Modify” button.
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4. Select the access level you want to put an activation/deactivation limitation on and right click, choose Activate Dates...
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5. Select access level, program the activation date and deactivation date, click ok.
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6. Click OK and you’re done!