6. Lenel Job Aid: Obtaining temp cards for the system

1. You will need to submit a HelpSU for this request.
   a. If you already have the temp cards, in your HelpSU request you want to say something like:

   "Please add the following temp cards to Lenel for the following ID's"
   <then list your ID's here>

   b. If you are requesting new cards, in your HelpSU request you want to say something like:

   "Please create NN (quantity) temp cards for Lenel access".

   Include your PTA to cover the cost per card.

2. The ID's you should list may be the numbers on the BACK of the card ... next to the strip, or the numbers on the front of the card, UNIV ID's.

3. Once this ticket has been received by the ITS Application Support team, someone will create import records for them, load them onto the server, run a job to process the request, and the system will import the data. You will be notified via HelpSU when the temp cards are in the system.

4. Here is an example of what a temp card looks like in the system, notice the last name:
5. At that point you will want to follow the Access Level job aid instructions and set and remove access levels as needed!