Add Access Level to Cardholder

Login to System Administration
From the top dropdown select Administration and click Cardholders

Begin by clicking Search at the bottom left hand side. Recommended search is by:

Cardholder ID which is the UNIV ID, typically the 9 digit number above the photo on the ID card.

Badge ID is the 6 digit number on the back of the card below the black magstripe. This is sometimes after a 6* or 6A* but is only the 6 digit number following.

Last Name and First Name are available to search but may not always pull the record you’re searching for. For example, in the example of searching for Last Name: kohn and First Name: tank this yields two active records. Be sure you’re programming the correct individual. You can arrow to the next record and back to view.
Once you have the accurate record, click the Access Levels tab to program access. Click Modify.
Click the icon next to the access level you would like to assign and a red check mark should appear. Click Ok.
A successful access level assignment will look like below