Set a deactivation date on an access level

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 and click Modify
If you have a lot of access levels, you can click Show Unassigned Levels and this will change the view to only the access levels the cardholder has assigned.

Now click the Activate Dates button.
Select the correct access level if there are multiple, select the Activation Date and Deactivation Date. Click Set Date/Time and then click OK

After clicking Ok you'll be returned to the modify access level tab
This gives you an opportunity to verify the dates and times.