

CARD SWIPE ACCESS

Several years ago, we began installing an electronic card access system to reduce the need for keys and to increase security on campus. The card access system provides an audit trail of who is entering a space and sends an alarm to University Police whenever a key (including master key) or other means is used to access the space.

Below is the process for classroom doors with electronic card access. Classrooms with electronic card access will have a black card swipe next to the door (as shown below). To obtain access to a classroom door, the M number from your identification card must be programmed in the card access system. This programming is initiated through your department and completed by the Key Shop. After your



identification card M number is in the card access system, the classroom door may be opened with a card swipe. Unless programmed differently, the classroom door will lock after entering.

Classrooms are programmed differently and some have a new unlocking procedure. The instructor programmed into the system can swipe their identification card up to 15 minutes prior to the start of class, and this will keep the classroom unlocked until 10 minutes before the scheduled end of class. The instructor can access the room earlier than 15 minutes before the start of class, but to keep the classroom unlocked during class, the instructor must swipe their identification card again before the start of class to keep the classroom unlocked.

A valid card swipe causes the light on the card reader to change from red to green and the door will remain open. The classroom door will automatically lock ten minutes before the scheduled end of class. At the end of class, the instructor should ensure the classroom is empty, any classroom technology is turned off, and the door is locked. Students should not enter the classroom until the next instructor has arrived. PLEASE DO NOT PROP DOORS OPEN; this creates a navigational and safety hazard for our students with visual disabilities. The next instructor, and each instructor for the rest of the day, will need to follow the same procedure to initiate the unlocked door access.

In the case of an emergency, doors programmed to remain open will need to be locked. The instructor may lock the classroom door by using the blue pull stations installed in each classroom near the instructor's station. During emergencies when shelter-in-place or lockdowns are required, the instructor should open the clear cover and pull the blue lever at the top. This action will end the unlocked status of the classroom door. The card swipe lock may show green, but the door will be locked. Individuals in the classroom can exit when the emergency is over, but no one will be able to enter the classroom without help from those inside. Activating the blue pull box does not send an emergency signal to University Police. University Police should always be called at 911 or 2424 for each emergency. After an emergency, the classroom door may be opened with a key. The blue pull box must be reset with a screwdriver by the department or the college. The emergency boxes should only be used to lock doors during an emergency.



If you have any questions about this process or if your door is not working properly with the schedule, please call Maria Knox at 5184, Office of the University Provost.