TDS ACCESS CONTROL

Managing Student Access

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It is possible to assign access to a student on an individual basis as you would for a staff member or contractor record. The second option is to assign to a group of students (student class) via their student module.

All student modules are setup in the source system ITS which is the student record system for UCC. There is an interface from ITS to TDS Access, so all of the modules are available as access groups in TDS Access.

Once a Terminal/Door is assigned to a particular Student Access Group (module), any student registered to that module will automatically gain access to the Terminal/Door.

Viewing Student Modules assigned to a Student's Access Profile.

You can view all the Student Modules Access groups that have been assigned to a Student by loading the students details onto the Access Control Panel (ACP) and then clicking on the Access Profile icon on the ACP screen.
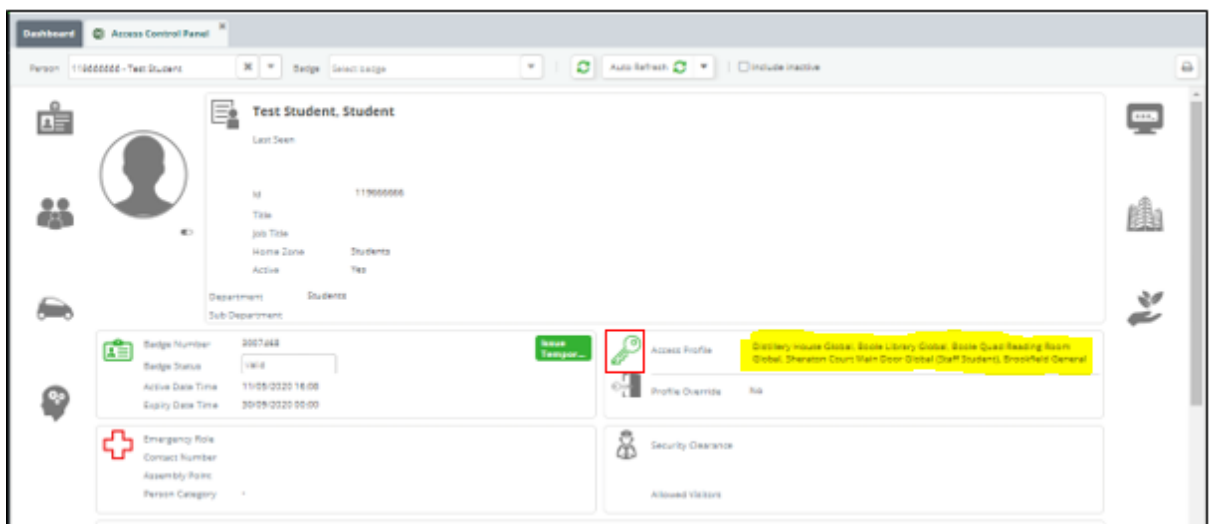
1. Navigate to the **Access Control Panel** (ACP).

    a. Select **Menu** => **Maintain** => **Access Control Panel**
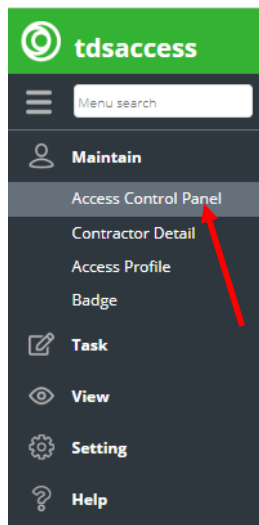
2. Enter the **Student Number** or **Student Name** in the **Person** field

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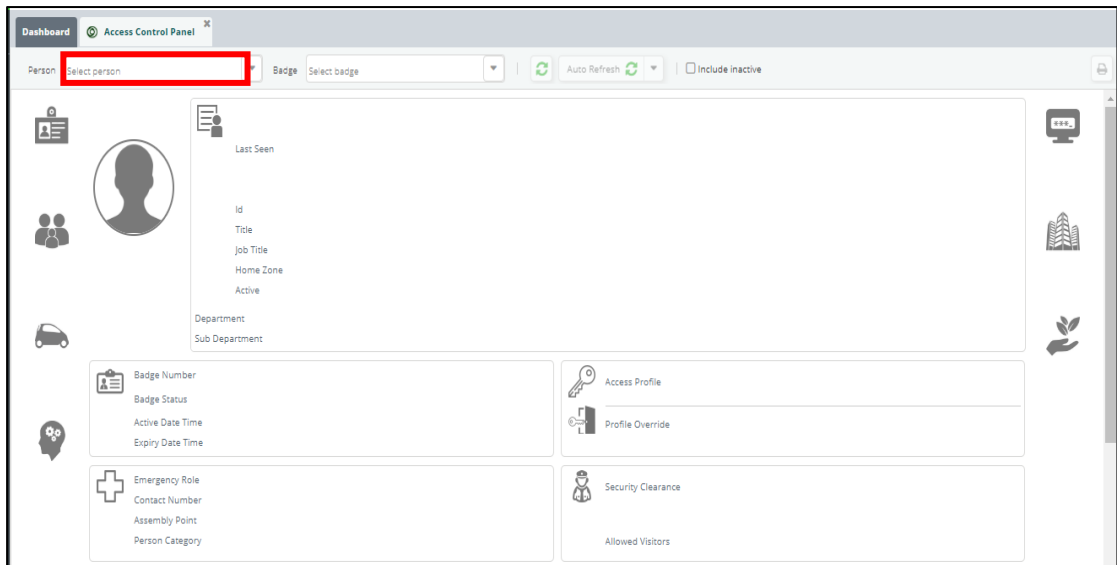
In this example 119666666 - Test Student details are displayed in the ACP screen. Click on the **Key** Icon (see image below) to display the **Access Profiles** for this student

Note: You will notice a list of access areas if you place your cursor on the list to the right of the Access Profile (as shown in yellow above). These are default access areas that the student can access for example the turnstiles in the Boole Library.

3. The Access Profile screen displays all the Student Module Access groups that have been assigned to this student. You can see here the **Active Date** and **Expiry Date** against each Student Module Access Group.

In this example Module **FE2013** is a second semester module and is active from 01-Jan-2020. If a Terminal/Door is linked to the Student Module Access Group FE2013 then any student registered for FE2013 will have access to the Terminal/Door from 01-Jan-2020 until 30-Jun-2020.

Configure a Student Module (Add Doors and Time Profile)

When an Access Control Administrator assigns Terminals/Doors to a particular Student Module Access Group, any student registered for that specific module will automatically gain access to those Terminals/Doors.

The **Configure Access Group** portlet is where you can assign/unassign Terminal(s)/Door(s) you want to add or remove to/from a Student Module Access Group.

In TDS Access, the **Time Profile** for a Student Module Access Group is applied to Terminals/Doors when the Terminals/Doors are assigned to the Access Group.

Note: When you are giving Students access to particular doors, try and chose a module that is common across all students, rather than giving access across a number of modules.
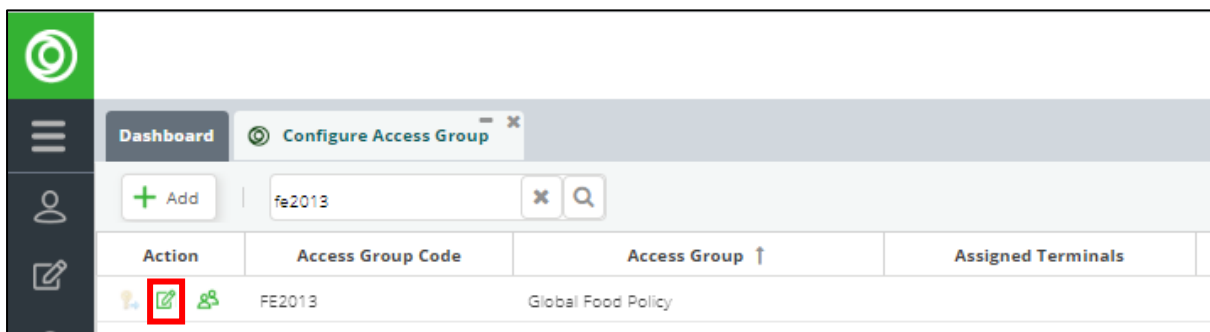
1. Navigate to the **Configure Access Group**

a. Select **Menu** => **Settings** => **Configure Access Group**.
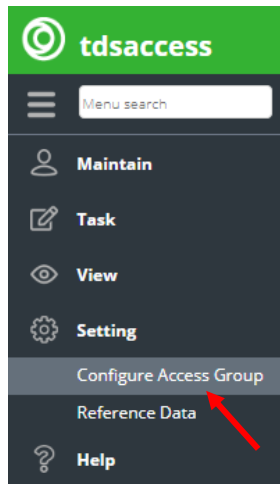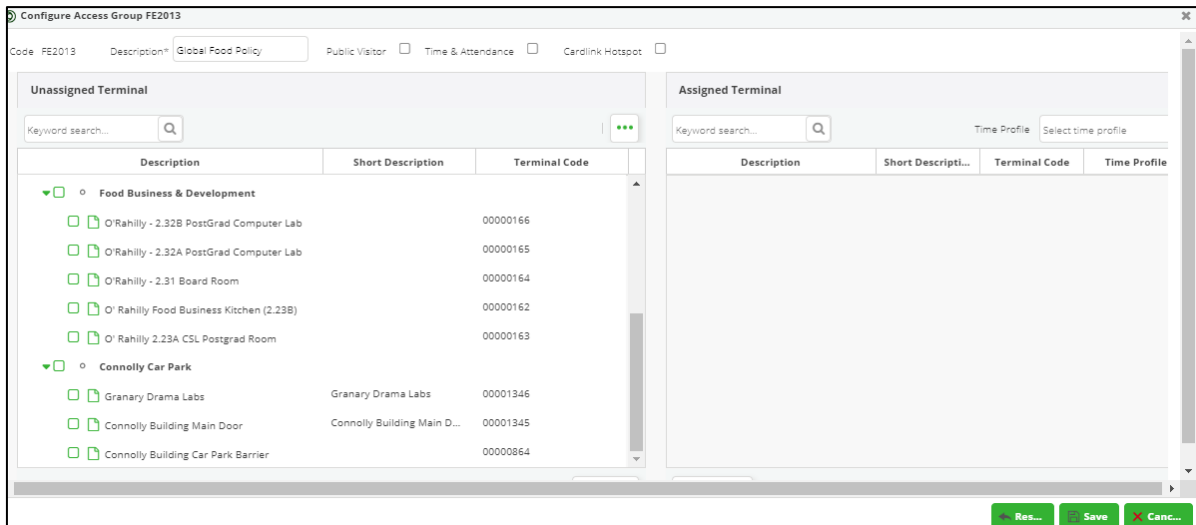

2. Search for the Student Module Access Group you need to configure by entering the Student Module Access Group Code in the Access Group field – in this example **FE2013**
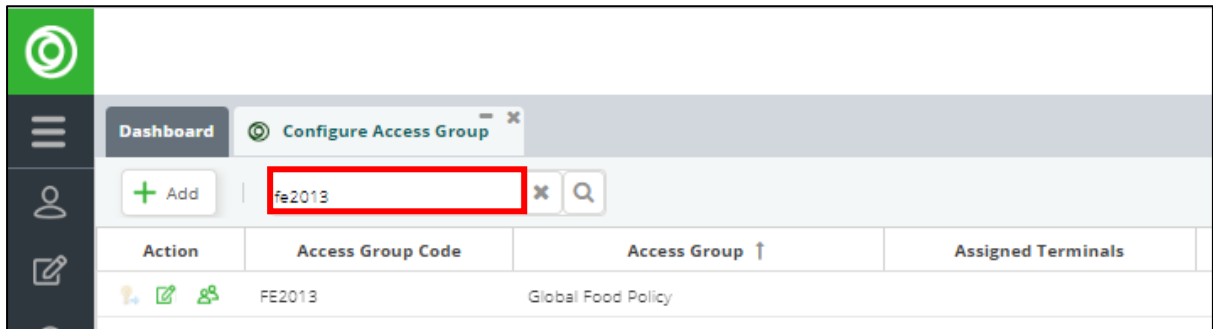

3. Click on the **Edit** button in the **Action** column to configure the Student Module Access Group

4. A list of Terminals/Doors that can be assigned to the Student Module Access Group will appear on the left-hand panel of the Configure Access Group dialog box – see image below.
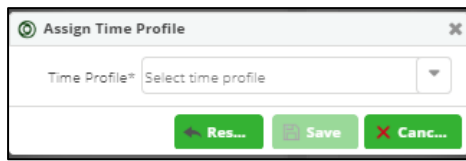

5. Assign **Terminals**/**Doors** and corresponding **Time Profile** to the Student Module Access Group.

   a. Select the **Terminal(s)/Door(s)** to be assigned to the Student Module Access Group from the list of unassigned Terminals/Doors on the left-hand panel on the Configure Access Group dialog box – in this example Terminals/Doors 00000162, 00000163, 00000164, 00000165 and 00000166 are the Terminals/Doors to be assigned to Student Module Access Group FE2013.
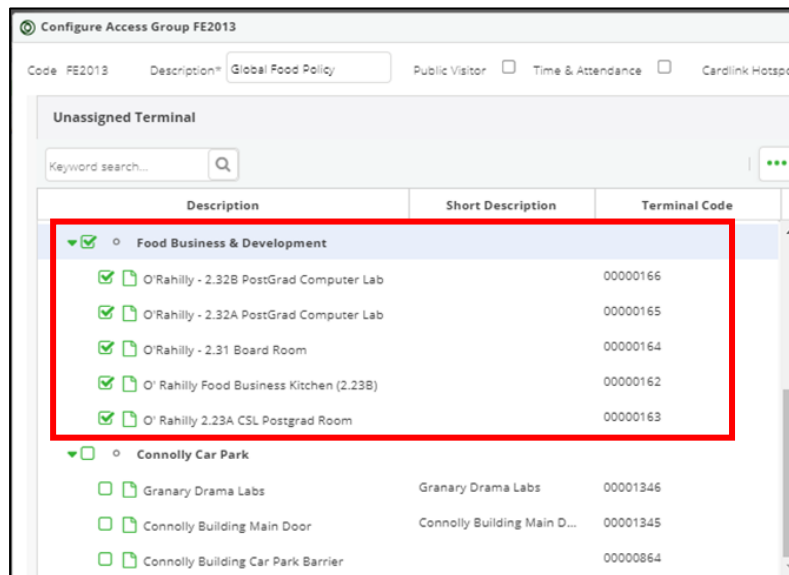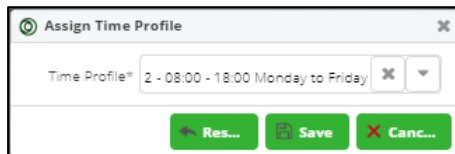
b. Click the **Assign** button on the bottom of the screen to assign these **Terminals/Doors** to the Access group.
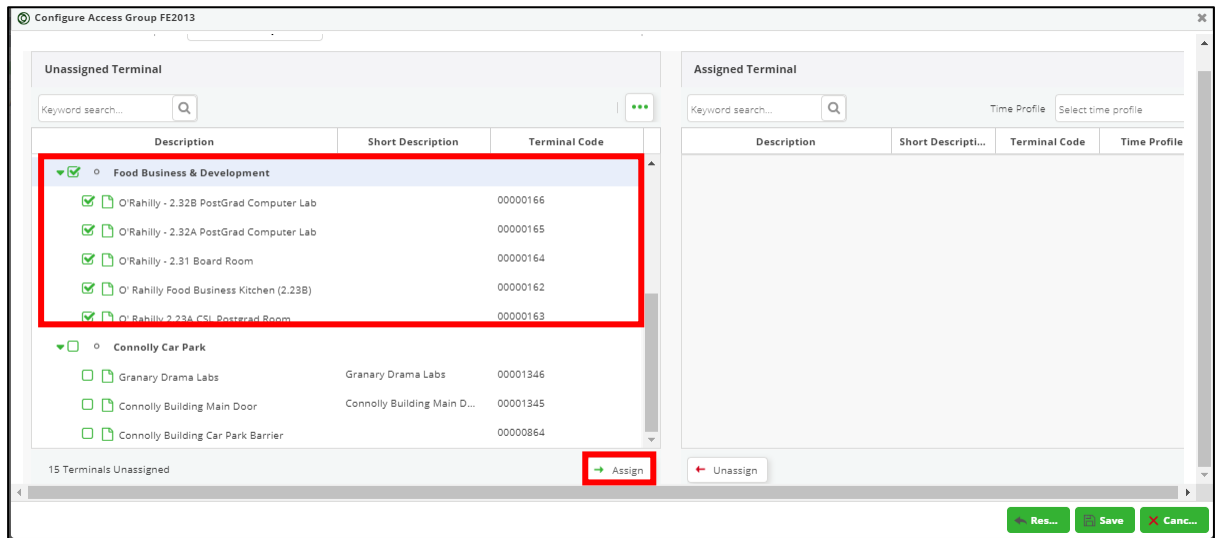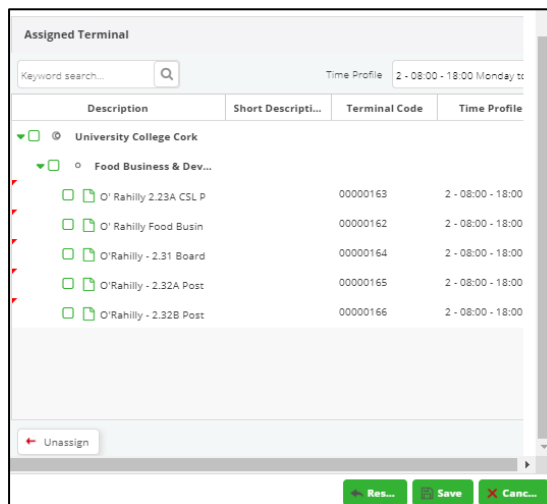

c. You are prompted to enter the **Time Profile** for these Terminals/Doors.

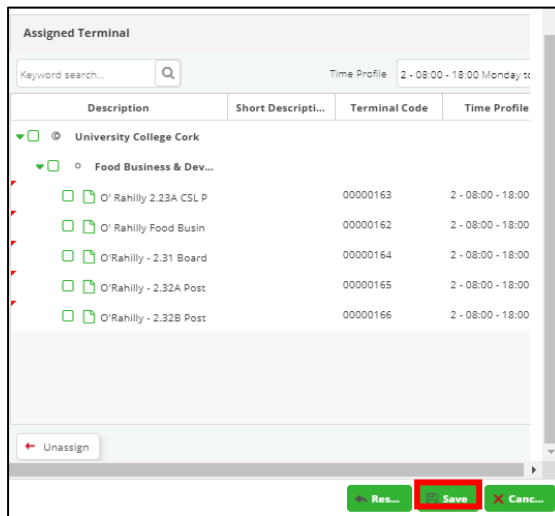d. Select the **Time Profile** from the dropdown pick list and click **Save.**

6. Now the Assigned Terminals/Doors and Time Profile are displayed on the right-hand panel – see image below.

7. Click **Save** to complete the Student Module Access Group configuration.

Remove Access from a Student Module Access Group

You can remove/unassign Terminals/Doors already assigned to a Student Module Access Group at any time.
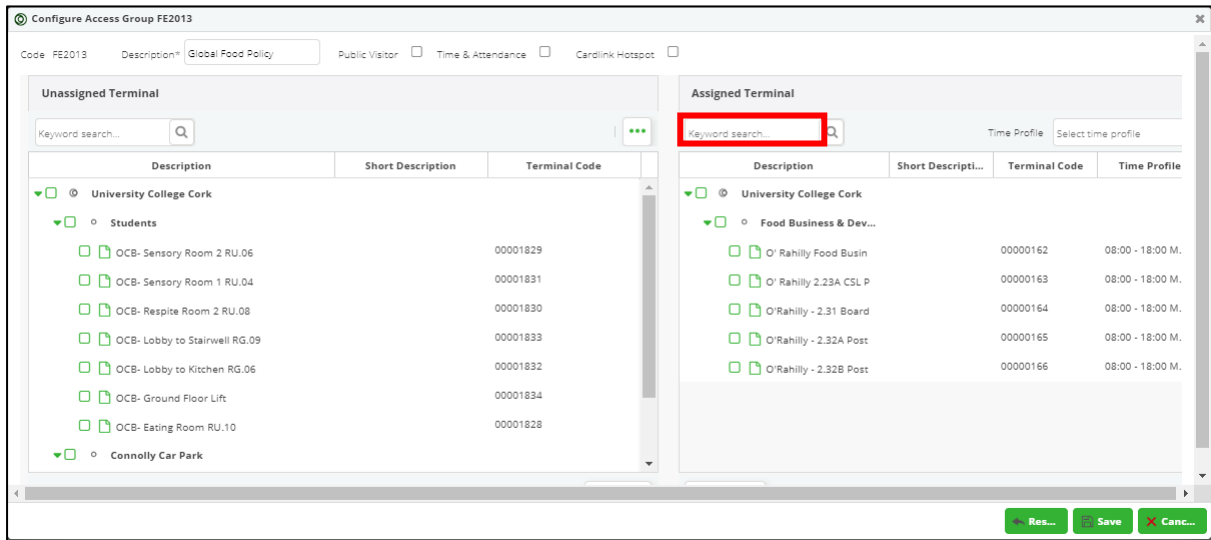
1. Search for the Student Module Access Group to edit. In this example enter Student Module Access Group FE2013 as the keyword search – see image below.
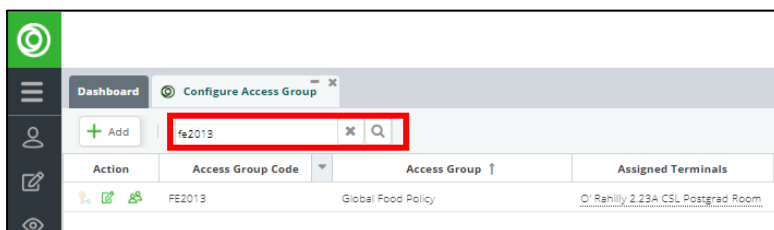

2. Click the **Edit** icon to edit the Student Module Access Group FE2013
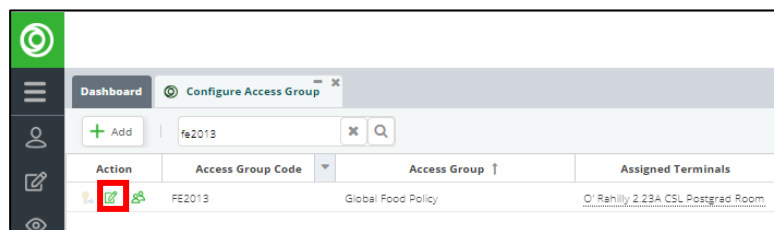
3. Search for Terminals/Doors to remove/unassign. Use keyword search on the right-hand panel or scroll to find Terminals/Doors to remove/unassign.

4. Check the Terminal(s)/Door(s) to be removed from the Student Module Access Group, from the list of Terminals/Doors displayed on the right-hand panel of the Configure Access Group screen.
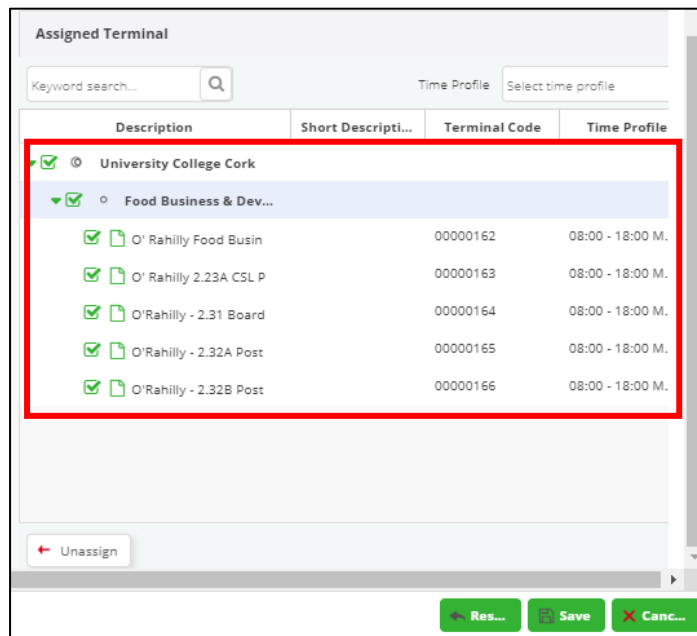
5. Click the **Unassign** button at the bottom of the screen to remove the Terminal(s)/Door(s).
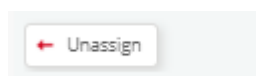
6. Click **Save** to save your changes.

7. The doors have been removed/unassigned from the FE2103 Student Module Access Group.