

## WHAT IS ELECTRONIC ACCESS CONTROL?

Electronic Access Control (AC) may range from simple proximity card access to biometric readers (e.g., fingerprint), and/or PIN keypad readers.

## WHY IS A CENTRALIZED CARD ACCESS CONTROL SYSTEM NEEDED?

At the direction of the Chancellor, the UW Police began to assess the existing status of access control and they found a number of disparate systems across the campus providing various levels of security. These were systems of various quality and reliability with no central point that monitored door activity.

Access control is used to be sure only authorized persons are in buildings or restricted areas, and in some cases to provide security and a police response.

The access card you just received can be used in many buildings across campus, and that list is growing. The UW-Madison campus currently uses several different types of electronic access control, including, but not limited to, magnetic stripe readers, proximity card readers, and biometrics. The University is working toward providing a system that involves only one card that may be used across all of these systems. Below are some frequently asked questions, and brief instructions for using your access card.

## WHEN DO I USE THE CARD READERS?

Any time the building would normally be locked, the card readers should be used to enter. Check with the building manager for building hours. The card reader will show a green light when the building is unlocked, and a red light when the building is locked.

Keys must not be used to open access controlled doors. If a key is used, an alarm may sound resulting in a police response.

## HOW DO I USE MY NEW ACCESS CARD?

Your new access card is a *proximity* card. This means the card does not have to make physical contact with the card reader. When the building is locked, a solid red light will show on the card reader. Simply hold the card near the reader, and the system will search the list of authorized names, and grant or deny access. This process happens in less than one second.

*Below are photos of the two types of card readers most commonly used on the UW-Madison campus.*



When the access card is held near the card reader, you should hear a beep and see a light on the reader change from solid red to solid green. If the light flashes, the card was not recognized or access has not been granted to that area.

The card reader pictured on the above right, requires a Personal Identification Number (PIN) for access. When your card is issued, you may be asked to provide a four digit PIN. The PIN will only be requested if you require entry into a PIN controlled area. For entry to a PIN controlled area:

1. Hold the card near the reader
2. Wait for the reader to beep
3. Enter your four digit PIN
4. Press the pound key.

The card reader's light will turn green and access will be granted if you have authorization for that area.

## WHAT SHOULD I DO IF A READER DENIES ME ACCESS TO AN AREA I AM AUTHORIZED TO USE?

Be sure to present the card to the reader by itself. If the access control card is near another proximity card, it may not work properly. Wait ten seconds and try the card again. If the problem is at a PIN reader, refer to PIN instructions in this pamphlet. If you are still unable to gain access, note the following:

1. Date/time of problem.
2. Building and door.
3. Response from card reader (does the reader beep and flash, stay solid red, or do nothing at all?)

Forward the above information to the Access Control Administrator for your building.

For any access problems during business hours, contact the Access Control Administrator for your building. If immediate access is needed after building hours, contact UWPD dispatch at 264-COPS (264-2677).

## WHAT SHOULD I DO IF I LOSE MY CARD?

Immediately contact UW Police dispatch center. UW Police will disable the card. If you are unable to locate your card, you will need to be issued a new card. If you fail to report your card as lost or stolen, you may be held liable for any unauthorized access gained by the use of your missing card.

## HOW DO I GET ACCESS TO AN AREA OUTSIDE MY MAIN WORK SITE?

You will need to contact the Access Control Administrator for the building to which you need access, and request authorization.

## HOW DO I EXIT THE BUILDING WITHOUT SETTING OFF AN ALARM?

After-hours, some buildings will be alarmed to prevent entry by unauthorized persons. All doors with alarms will have a "Request to EXit device" (REX). The REX device will temporarily disable the alarm when a person approaches the door from the inside, and will permit that person to exit without an alarm sounding. The REX device **does not unlock the door**. The door will still function the same as it has in the past. Some doors are equipped with magnetic locking devices (Mag-Locks). In these cases, a red button, labeled EXIT will be located next to a door. This button must be pushed to release the magnetic lock and disable the alarm before you exit the building.

## DOES MY CARD NEED TO BE VISIBLE AT ALL TIMES?

Some departments require the card be displayed at all times when in the building. Check with your building's Access Control Administrator for more information. When you receive your access card, a hole will be punched in the card, and you will receive a clip to hang the card from a lanyard. **Do not punch any other holes in the card**. The access control card contains wiring that can be damaged if any other holes are punched in the card. If the card is damaged by improper use or abuse, your department may be charged for a replacement card. Be careful not to bend the access card.

If you have any questions about caring for the card, contact the UWPD Access Control office at the e-mail address or phone number listed at the end of this pamphlet.

## CAN I LET SOMEONE ELSE USE MY ACCESS CARD TO ENTER A BUILDING?

NO.

The access card is property of the University of Wisconsin, and you are subject to the rules and regulations of the issuing agency. Failure to comply with these rules may result in loss of access privilege. Please refer to University of Wisconsin administrative code 18.06(12) Keys, regarding the transfer of keys to unauthorized persons.

**For more complete information on Access Control for your department or building, please visit the UWPD website and click on "Access Control". You may also email or call us using the information listed below.**

UWPD on the web at <http://www.uwupd.wisc.edu>

E-mail UWPD Access Control Office at [access@mhub.uwupd.wisc.edu](mailto:access@mhub.uwupd.wisc.edu)

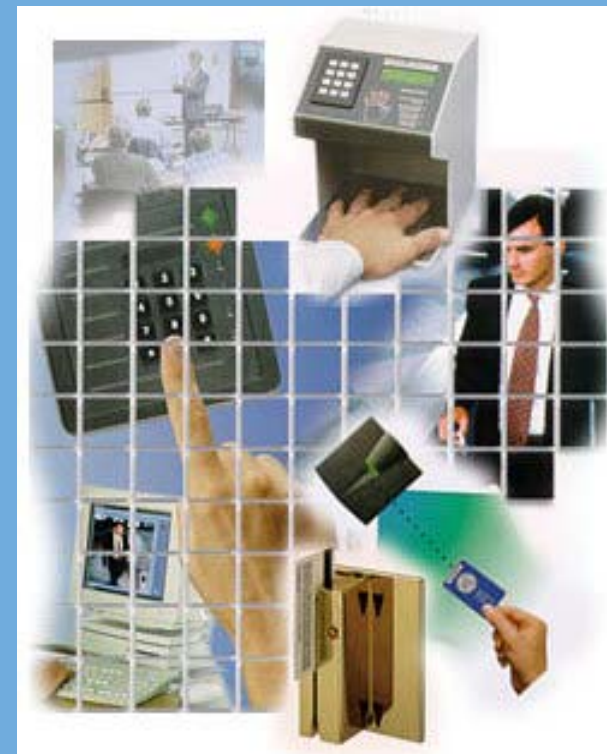
UWPD Access Control Office can be reached Monday through Friday 8AM - 4PM by phone at 608-265-3279.

UWPD Dispatch Center can be contacted any time at 264-COPS (264-2677).



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## Access Control: An Information Guide for Access Card Holders



**Planning for a safer campus  
community**