Quick Guide to Assigning Access Levels

Area Access Management

When you receive an email notifying you of a request for access:

1. Open the Key and Electronic Access channel in eWeber
2. Click Select Function, then Electronic Access
3. Click View next to the name of the person requesting access
4. Review the Notes to determine what area(s) access is being requested for
5. Review the approvers to make sure it is authorized properly
   a. If you will be granting access, move on to step 6
   b. If not,
      i. Inform the employee and
      ii. Contact CardAccess@weber.edu so we can remove the request from your queue
6. Open Area Access Manager in a new tab
7. Open Preferences to ensure Show All Badges is selected. Click OK.
8. Click Assign Access and search for the employee by their first and last name
9. Click the correct badge(s) and move to the selected box, click Next
10. Select the appropriate access level(s), click Next
11. Verify for accuracy. When done, click Finish
12. Return to your Key and Electronic Access tab in your browser
13. Click the Access Granted link to inform the employee their access has been granted.