

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.