How to Request Onity Door Access

To request Onity door access, email <mark>onityaccess@sandiego.edu</mark> to generate a ticket. All request info must be typed into the body of the email and include the following info:

Subject Line:	Onity Door Access Request
Body of the Message:	First and Last Name
	ID Number
	Template Name
	Expiration Date (if applicable)
	Additional doors that need to be personalized

Example email:

Onity Door Access Request

onityaccess (onityaccess@sandiego.edu)

Onity Door Access Request

First and Last Name:
ID Number:
Template:
Expiration Date:
Personalized door(s):

or

FIRST AND LAST NAME   ID NUMBER   TEMPLATE   EXP. DATE   PERSONALIZED DOORS

<mark>Please do not send emails with attachments</mark>, this is not an acceptable method of request as it impedes the search function. We are not able to easily locate authorized personnel through attachment, preventing us from giving door access in a timely manner.

Please note: the Campus Card office CANNOT authorize a student, staff, administrator or faculty member access without written request. <mark>***Only requests from approved authorizers will be accepted.****</mark>

Use the EXACT **template name** from the locking plan reference sheet for the locking plan that you are authorizing (i.e. "Art Classrooms" versus an individual door and number (C101, C102, C27 etc.) On occasion a template name may include the door number. For example, if doors requested are for UC 102, 116, and the template name is "UC Parking 102, 124 Master" or "UC Parking Staff 102, 124,DD" it is preferred you use the full name and number as it appears on your Locking Plan reference sheets.

<u>**Onity Access Terminology**</u>

Locking Plan/Template – a locking plan (or template in simplified terms) is typically a list of doors that has been created to allow personnel access to those doors associated with the template. A template can be thought of as a keychain full of different keys, while each key on the chain represents access to a different door.

Personalized Plan – a personalized plan is an addition to a regular template. Templates that are personalized require the Campus Card office to find the specific door requested and manually update the lock itself, which can be much slower to process as it requires an additional in-person step. Personalizing plans should be requested at your discretion as it is simpler to authorize a supplemental template (and thus an additional keycard) to cover a missing door.

Please contact Campus Card Services at x5999 if you have any concerns or questions.