

New process and tools for Access Control

Tenants



Aalto-yliopisto
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Contents of this training

- Access Control in a nutshell
- ACRE Extranet – new tool for tenants for managing access tokens
- What's my role as superuser
- How to activate access tokens
- How to deactivate access tokens
- What to do if an employee has forgotten his token or lost it
- Deleting user records
- Where to go for more information & schedule

Changes in Access Control

Aalto University is renewing the ways of using campus facilities according to "open campus" principles. The aim is to open spaces to teaching and research staff, service staff and students, and to expand the availability of shared spaces also for Aalto partners and customers.

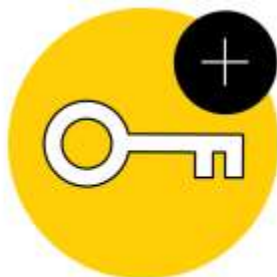
Access Control in a nutshell



ACCESS RIGHT REQUEST & REVIEW

Automatized for Aalto persons,
need actions from non-Aalto persons.

2



ACCESS RIGHT ACTIVATION

Need actions from all
Aalto community members.

3



ACCESS RIGHT DE-ACTIVATION

Automatized.
Return token.



ADDING ACCESS RIGHTS

Optional.
For Aalto persons.



LOST OR FORGOTTEN TOKEN SERVICE

Optional.
For all Aalto community members.

ACRE Extranet

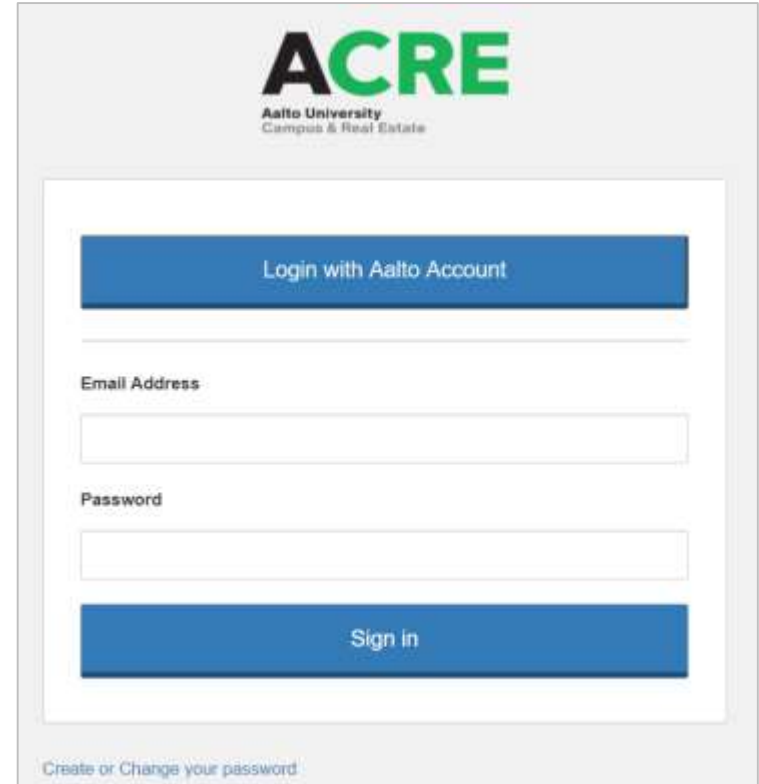
Managing users and access tokens

Responsibilities of a superuser

- **The superuser of the tenant company is responsible of keeping the personnel listing in the Extranet up to date**
 - **Add new employees**
 - **Update information for existing employees as necessary**
 - **Delete person with terminated contracts**
 - **Maintain access token information**
- **Guide and assist other users on the use of the Extranet and how the update token information. (if the company decides to let each employee maintain their own tokens in the Extranet)**

Logging into the system

- [Extranet.aaltocre.fi](https://extranet.aaltocre.fi)
- Once you have been added as a superuser or as an employee, you will automatically be sent an email. The email will contain your username and instructions on how to set your password.
- The email will also include more details on the use of ACRE extranet



ACRE
Aalto University
Campus & Real Estate

Login with Aalto Account

Email Address

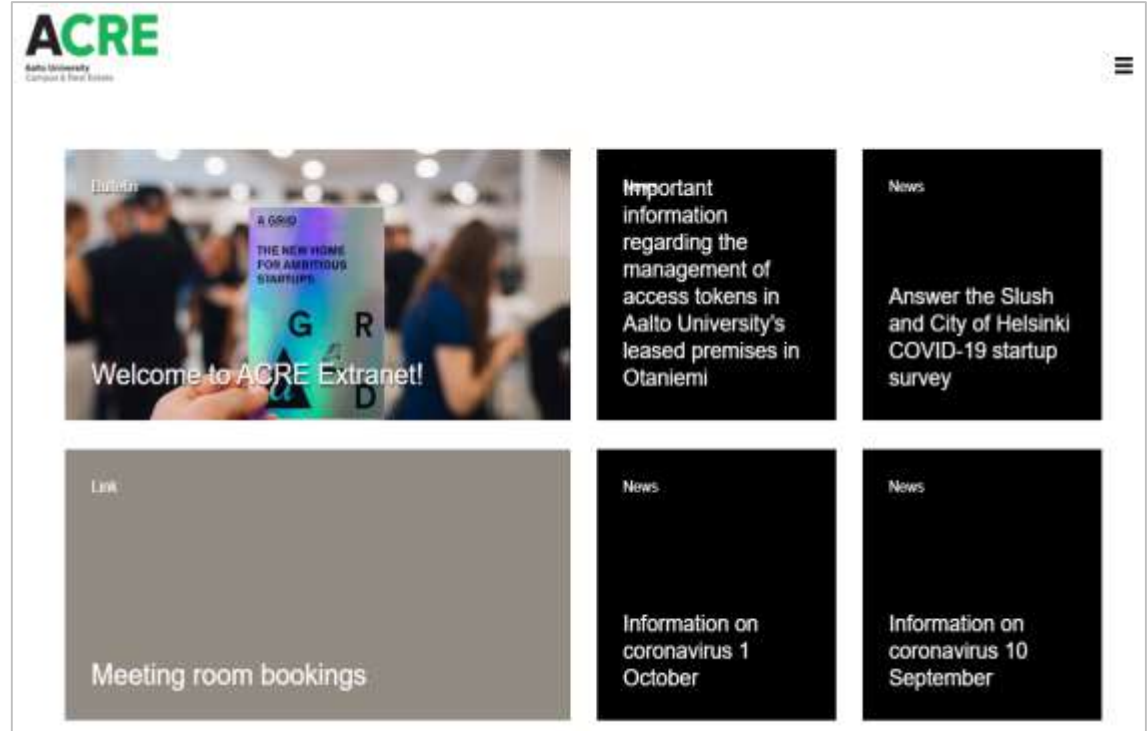
Password

Sign in

[Create or Change your password](#)

ACRE Extranet

- There is a lot of useful information and contact details in ACRE Extranet
- As a new functionality also the personnel listing & access tokens will be managed here
 - Will be shown as a link on the front page and through the menu button in the upper right hand corner.



Personnel listing

| Personnel for Corpi Oy | | | | | Add person |
|------------------------|-----------|----------------------------|---------------|----------------------|------------|
| First name | Last Name | Email | Phone | Status | |
| Camilla | Bucht | camilla.bucht@sofigate.com | +358405650739 | Ending 31.12.2020 | Edit |
| Aalto | Space | spaceaalto@gmail.com | +358991234567 | Active | Edit |

- To access the personnel listing, click on the link on the front page or go to Tools from the menu in the right-hand corner of the front page
- As a superuser, you will be able to view & edit the details of all the employees of your company
 - Employees will only see their own information in the listing
- All the persons of the tenant company will have the same access rights
 - Access rights will always be defined by ACRE

Adding a new employee

Personnel for Corpi Oy **Add person**

| First name | Last Name | Email | Phone | Status | |
|------------|-----------|----------------------------|---------------|----------------------|-------------|
| Camilla | Bucht | camilla.bucht@sofigate.com | +358405650739 | Ending 31.12.2020 | Edit |
| Aalto | Space | spaceaalto@gmail.com | +358991234567 | Active | Edit |

- **Once a new employee starts work, start adding them by clicking on the “Add person” button**

Adding a new employee

Mandatory information:

- Name
- Email
- Mobile number
- Dates of the employment contract
- Once saved the person will be sent an email on the new account

Add person

| | |
|----------------------|------------------------------|
| First name | Last name |
| <input type="text"/> | <input type="text"/> |
| Email | Phone (international format) |
| <input type="text"/> | <input type="text"/> |

Valid

| | | | |
|---|---|----|---|
| From | To | or | <input type="checkbox"/> Valid until further notice |
| <input type="text" value="24.11.2020"/> | <input type="text" value="24.12.2020"/> | | |

Access tokens

| | | |
|----------------------|----------------------|---------------------|
| Main | PIN | Generate PIN |
| <input type="text"/> | <input type="text"/> | |

Cancel **Save**

Adding an access token

Edit person

First name Last name

Email Phone (international format)

Valid

From To or Valid until further notice

Access tokens

Main PIN **Generate PIN**

Delete **Cancel** **Save**

- **Main:** number engraved on the token
- **PIN:** 4 digit code used in addition to token during evenings, nights and weekends
- **Remember to Save!**

Removing an access token

- **Remove the access token by emptying the Main field**
 - Remember to Save
- **The number of a stolen or lost token needs to be removed asap, so that the token will no longer open doors at the campus!**

Edit person

| | |
|-----------------------------|---|
| First name Aalto | Last name Space |
| Email aaltospace@mail.fi | Phone (international format) +3589876321 |

Valid

| | | |
|--------------------|----------------------------|---|
| From 24.11.2020 | To Until further notice | or <input checked="" type="checkbox"/> Valid until further notice |
|--------------------|----------------------------|---|

Access tokens

| | | |
|----------------|-------------|---------------------|
| Main 546372 | PIN 7051 | Generate PIN |
|----------------|-------------|---------------------|

Delete **Cancel** **Save**

Forgotten token

Edit person

First name: Aalto
Last name: Space
Email: spaceaalto@gmail.com
Phone (international format): +358901234567

Valid (optional)

From: 16.09.2020
To: 31.10.2020

Access tokens

Main: 5846789
PIN: 5486

Generate PIN

Delete **Cancel** **Save**

- **If a person has forgotten their token:**
 - Access the personnel listing and open the correct row by clicking on Edit
 - Replace the number in the Main field with the number of the borrowed token
 - Keep a list of all the tokens you borrow, and remind about returning them
 - Once the borrowed token is returned, update the original token number

Lost token

If a person loses their token:

- **Delete the token number for the user in ACRE Extranet**
 - This deactivates the token, so that it will not open any doors.
- **Give the person a new access token, and add the number to their user details**
 - The new token will not work before it has been added to the person in Extranet

Deleting a person

- As the employment of a person comes to an end, make sure the valid until date is correct and remove any access token number
- Remind the person to return the access token to you (as the superuser) or to lobby services, depending on how access tokens are managed in your tenant company
- If you assume that the person might later return to work for your company, you can leave their information on the list making sure validity is set right and token removed
- If you remove a person by clicking on Delete, the record can be reactivated only by ACRE

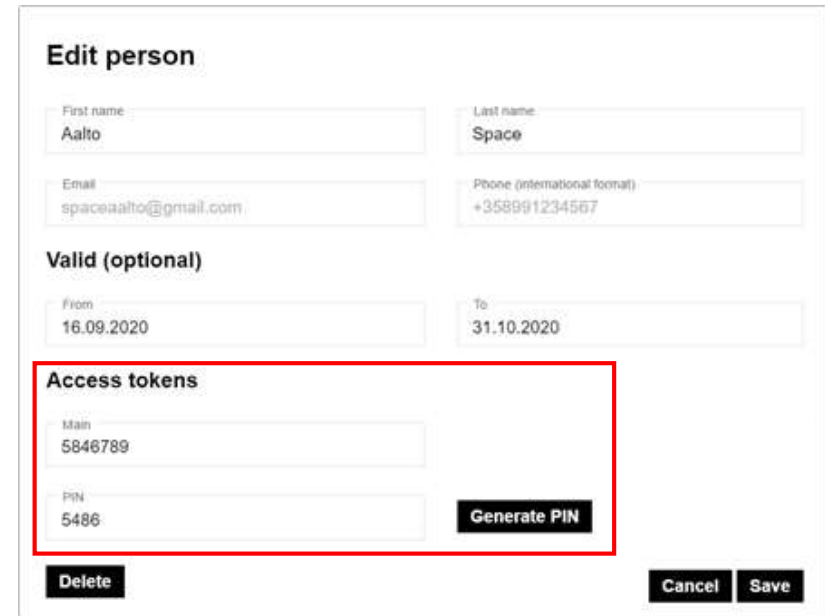
Managing your tokens

Once you have been added as an employee to your tenant company, you will receive an email, with link to set your password.

Registering your new access token:

1. Sign in: extranet.aalto.fi
2. A link to your information will be on the front page
3. Click on Edit at the end on your line
4. Enter your token number in the Main field
5. Add a PIN (needed during night & weekends in addition to the token)

6. Save



The screenshot shows a web form titled "Edit person". It contains several input fields: "First name" (Aalto), "Last name" (Space), "Email" (spaceaalto@gmail.com), and "Phone (international format)" (+358991234567). Below these is a "Valid (optional)" section with "From" (16.09.2020) and "To" (31.10.2020) fields. The "Access tokens" section is highlighted with a red box and contains a "Main" field (5846789) and a "PIN" field (5486). A "Generate PIN" button is located to the right of the PIN field. At the bottom of the form are "Delete", "Cancel", and "Save" buttons.

Managing your tokens

1. Sign in: extranet.aaltocre.fi
2. On the front page, click the link to your information
3. Click on "Edit" at the end of your line

Forgotten token:

1. Borrow a token from your superuser or the lobby services
2. Update the token number in your Extranet information
3. Save

Remember to return the token asap, and update the original token number to your Extranet information

Lost token:

1. Remove the number of the lost token from your Extranet information, so the token does not open doors + Save
2. Get a new token from your superuser or lobby services
3. Add the number of the new token to your Extranet information (Main field)
4. Save

More information & schedule

- Instructions on updating the personnel listing and access token information will be added to the Extranet
- www.aalto.fi/access new webpage with information to all user groups, including instructions and training materials
- If you need help with using the Extranet or a new superuser needs to be defined for your company
 - Contact info-acre@aalto.fi
- Managing the personnel listing and access tokens in the Extranet will start Monday 30.11.2020



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Thank you!



aalto.fi