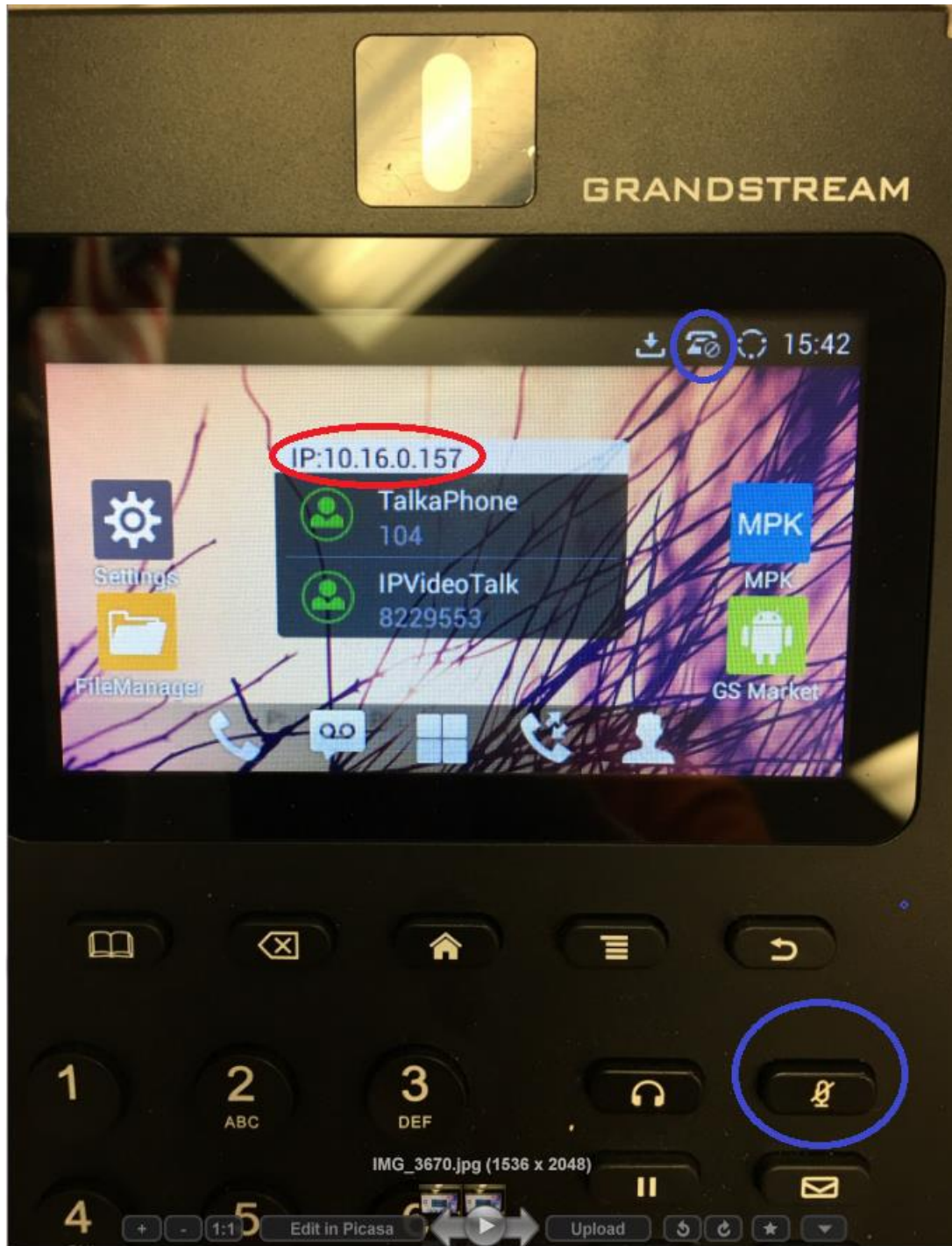# Access Control Manager

- There are 3 ways to access the school.
  - The master key that has been provided to the Administrator of each school
  - The access control badge that has been provided to each employee
    - Faculty has access from 5:45am to 6 pm Mon – Sat
    - Employees will have access to their home school only!!
    - Administrators and designees have 24/7 access
    - All employee badges will be distributed by Central Office "HR" only!!
    - Designated high schools are to issue student badges. The same rules apply to students for lost or damaged badges. These badges will not be replaced every year!!
    - If your badge is lost, stolen, or damaged please report immediately by using the Access Control option in the ticket system. Please refrain from bending, cutting, punching holes, or other actions which may causes damage to the badge. A $10 charge will be applied for a replacement badge. The staff member requesting a replacement badge should email their principal and copy tturner@mauryk12.org.
  - Schedule times for a door to be electronically opened
    - This usually happens 30 min before school starts and dismisses
    - The doors will lock at the time school starts and 30 min after dismissal.
- When schools are closed due to holidays or inclement weather, staff may be allowed in schools for certain events. This is of course if the faculty member has an alarm code.
- All badges and classroom keys should be taken up during summer break. This includes all student badges at the designated schools.
- All ACM badges will be transferable to any location in MCPS.
- If a staff member is no longer employed with the district, the principal shall obtain the employee's badge and return the badge to the HR department. Submit a tech request under "Access Control" to have the badge deactivated.
- Contactors will be given a generic badge that can be changed from location to location. These badges will be distributed by Misty Gaines only!!
- Below are some trouble shooting tips for things that may arise during the day.
- If you are still unable to rectify the issue, please email System Integration tech support. (support@system-integrations.com) (Phone 615-466-5950)
- Submit a tech request under the option "Access Control" on our MCPS website for any issue regarding but not limited to badges, schedules, doors, etc.

Access Control Manager

1. Make sure the phone has an ip address if it does not remove the patch cable and power cord from the rear of the phone. This will reboot the phone. (Please see red circle)
2. If the phone has an ip address look for the "Do Not Disturb" icon circled in Blue. To undo it press the microphone with a line through it also cirled in Blue.

ATTENTION

To unlock this door please press the red button and wait for someone to answer

If for some reason you miss a call from the Talk-A-Phone from outside you can call it back by dialing 104 from the GrandStream phone inside. You can the hit * to allow the person in. This can be accomplished by picking up the hand set or selecting Talk-A-Phone on the touch screen.

Access Control Manager

Door Schedules

Location	Doors	Schedule Times Open M-F
BES	Door #1	7:30-8:15 am 3:15- 4:00 pm
BRES	Door #1, #4	7:30-8:15 am 3:15- 4:00 pm
CHS		
CMS	Door #1, #7	7:00-7:45am 2:45-3:30 pm
CUS	Door #1, #2, #5	7:00-7:45am 2:45-3:30 pm
HUS	Door #1	7:00-7:45am 2:45-3:30 pm
HPES	Door #1, #2	7:30-8:15 am 3:15- 4:00 pm
RHES	Door #1, #4	7:30-8:15 am 3:15- 4:00 pm
MES	Door #1	7:30-8:15 am 3:15- 4:00 pm
MPES	Door #1	7:00-7:45am 2:45-3:30 pm
MPMS	Door #1	7:00-7:45am 2:45-3:30 pm
MPHS	Door #1, #6	7:00-7:45am 2:45-3:30 pm
MWES	Door #1	7:30-8:15 am 3:15- 4:00 pm
RES	Door #1, #2	7:30-8:15 am 3:15- 4:00 pm
SFUS	Door #1, #2	7:00-7:45am 2:45-3:30 pm
SHES	Door #1, #2	7:30-8:15 am 3:15- 4:00 pm
SHMS	Door #1, #2	7:00-7:45am 2:45-3:30 pm
SHHS	Door #1, #2	7:00-7:45am 2:45-3:30 pm
WMS	Door #1, #2	7:00-7:45am 2:45-3:30 pm
WES	Door #1	7:30-8:15 am 3:15- 4:00 pm
Central Office	Door #1	8:00am - 4:00pm

Access Control Manager

Every principal will have access to the school dashboard. The will have access to lock the school down or unlock doors remotely. To login browse to 10.92.0.45 using Firefox you will need to scroll down and add an exception to allow it to work. The login will be the first part of your email an example would be (jghannah)@mauryk12.org and your default password is dashboard. Once logged in check the upper right hand corner. Click on the gear then select my profile. This is where you can reset your password.