

Electronic Access Control FAQ

1. There are 3 ways to access the school.
 1. The master key that has been provided to the Administrator of each school
 2. 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, Bookkeepers, and Building Operators have 24/7 access by default. If any other staff member needs 24/7 access the principal must approve first, then submit the request in writing to the Safety Director. Please fill out the form called MCPS 24/7 Access for any change request.
 - 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 or damaged, please report immediately by using the Electronic 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.**
 3. 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.
2. 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.
3. All badges and classroom keys should be taken up during summer break. This includes all student badges at the designated schools.
4. If a staff member moves to another school their badge should be sent to the HR department ASAP.
5. All ACM badges will be transferable to any location in MCPS.
6. 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 “Electronic Access Control” to have the badge deactivated.
7. Contactors will be given a generic badge that can be changed from location to location. These badges will be distributed by Misty Gaines only!
8. **If you are still unable to rectify the issue, please email System Integration tech support. (support@system-integrations.com) (Phone 615-466-5950)**
9. **Submit a tech request under the option “Electronic Access Control” on our MCPS website for any issue regarding but not limited to badges, schedules, doors, etc.**

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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