



Operations and Procedures for Locknetics™- Equipped Classrooms and Classroom Laboratories at The University of Texas at San Antonio September, 2005



General Classroom Access

- All General Classrooms at both the 1604 and DTC campuses fitted with Locknetics door locks are programmed to automatically open before the first class of the day (6:30 AM) and remain open until the last class of the day has concluded on weekdays.
- After the last class, the Locknetics will automatically lock and remain locked until the next class the following day.
- During the standard class day no special keys or cards are needed to enter the general classroom. General Classrooms have equipment which is either locked with security locking devices on the item and/or alarmed

After Hours Access

- For faculty or staff needing access to General Classrooms after hours when the general classrooms are locked, access may be gained by using the "Classroom Access card" and assigned PIN number issued through the individual faculty or staff member's academic department (ASO's/designated AA's).
- PIN numbers are valid through an academic year unless a change before then is deemed necessary.
- New PIN numbers are issued annually to a faculty or staff member through the academic department.
- To enter a locked classroom swipe the "Classroom Access card" through the Locknetics card reader and then enter your assigned pin number using the number pad on the front of the Locknetics lock.
- Once the door opens, it will remain unlocked. Classrooms in the Main Building are card swipe only (no PIN number).
- To re-lock the door simply, repeat the process by swiping the "Classroom Access card" and entering your PIN number.
- Note: As a safety feature Locknetics equipped classroom doors can always be opened from the inside.
- Due to fire safety regulations and security policy, doors may not be "wedged" or "propped" open.

Studios and Labs

- Studios and labs remain locked at all times and are restricted to specific faculty, staff and students.
- The Locknetics lock for each lab is programmed using the Banner class student roster for the lab.
- Faculty and staff are programmed into the lock based on an access authorization list provided to the Access Control Center by the principle faculty member responsible for the lab.
- Access to teaching labs is gained by using the UTSA ID card issued faculty, students and staff.
- To enter a locked laboratory swipe the UTSA ID card through the Locknetics card reader.
- Once the door opens, it will re-lock when the door closes.

Contingency Procedures

- **Lock Failure** – To report a door lock that does not work or won't open:
During Business Hours: (Monday through Friday 8:00AM to 5:00PM)
- General Classrooms: contact your division/college ASO's/designated AA's
- Studios/Labs: contact the Access Control Center at 458.7144

After Business Hours:

- Contact the UTSA Police Department at 458.4242

(PLEASE NOTE: The UTSAPD will try to accommodate most requests; however, The UTSAPD Dispatcher does not have authorization lists for most studios or labs. Please contact the Access Control Center for assistance in pre-planning emergency contingencies for your area)

- Lost Cards: Classroom Access card – contact your academic department for a replacement (no cost).
- UTSA ID Card – contact the UTSA ID Card Center (\$10.00 replacement fee).