Access Approving Authority Training Manual

University of Alaska - Fairbanks

Abstract

The Access Approving Authority (AAA) training manual explains the process and importance of the university access control systems and how to maintain the security and safety of the campus community by ensuring that only authorized individuals have access. This manual outlines the responsibilities of the AAA, including reviewing access requests and approving or denying them based on established criteria. Through this training, AAA's will gain the knowledge and skills necessary to effectively manage access to their areas, ensuring that the university remains secure, adequately protecting its people, property, and assets.

Facilities Services Access Control

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By focusing on Department-level rather than Building-level keys, it may be necessary for some individuals to carry more keys than they did under the previous systems. However, most of the new keys will be a lower security level and if lost will have less impact on the new key system, protecting the system for longer and significantly reducing the cost to individuals and departments.

Access Control Basics:

What is an Access Approving Authority? – A person responsible for controlling who can gain access to the areas under their administrative control. The Access Approving Authority (AAA) is also an information provider, facilitator, and front-line guardian of University spaces. Administrative heads are the default Access Approving Authority for areas under their administration. Default AAA's may designate one or more additional individuals within their department(s) as additional Access Approving Authorities.

A major change with the new key system/software is that the appropriate AAA will be responsible for making all the access requests for access for their area via the new Simple K software. Previously, anyone was able to make requests and only required the AAA for approvals/key slips. The new request process is much easier, no longer requires paper forms, and provides a current status of requests and reporting features.

It is important to note, as an AAA, you will **NOT** need to determine which key(s) to request. Facilities Services Key Shop, working with you and the building users, will determine the type of access needed and will issue all keys, card access, and/or pins (collectively known as "Keys"). You **WILL** need to determine the building(s) and room(s) or door(s) which the requestor has permission to access. If the door is on the card access system, access may be requested by an email from your University email account to the FS Key Shop.

The FS Key Shop will determine the best key(s) and/or access level(s) to grant these requests. In many cases, the FS Key Shop will contact you for more information and seek greater detail in determining the best access for the situation. The Facilities Services Key Shop will work with the AAA (that's you!) to determine the lowest level, lowest risk key that can be issued in each request. **All Keys are the property of UAF and may only be issued by UAF. The UAF Key Shop can be reached at 474-6778**.

The Concept of Least Privilege: The concept of least privilege is a security principle that restricts user access rights to the minimum necessary to perform their tasks. This principle is based on the idea that users should only have access to the resources and data they need to perform their specific job functions, and nothing more.

By limiting access to only what is necessary, the least privilege principle helps reduce the risk of unauthorized access, data breaches, and other security threats. This

FIGURE 2 - A KEY CUT TO A SPECIFIC COMBINATION

Core: A core is the small round or figure eight shaped cylinder that holds the key combination and is directly attached to the lock. The key goes into the core to operate the lock. Please see photo of an interchangeable core similar to UAF's system below:

FIGURE 3 - A K

Key Blank: A key before a “combination” is cut into it. The shape and design of a blank is different for each key system, using different keyways, which is why every key won’t go into every lock. Depending on the complexity of the system, a key blank can cost anywhere from $2-$25 depending on the keyway and a blank needs to be cut with a combination of “peaks” and valleys” before it can be used to operate a lock.

FIGURE 4 - A KEY BLANK

Keys: Collectively refers to all physical metal keys, access cards, and pin codes issued by UAF. All keys are property of UAF and may only be issued by UAF.

Key System: The entirety of all keys that share a key blank. UAF’s key system is unique and proprietary to UAF to ensure the safety and security of our people and spaces, custom designed from the factory to accommodate our buildings and spaces with some reserved space in the system set aside to recover from lost key events. Each building will have a certain number of associated keys, typically with 4 Master level keys, 16-64 submaster level keys, and up to 16,384 change keys.

Keyway: Sometimes thought of as the keyhole, but is really defined by the shape of the

Simple K: Software used to manage the new key system. Used by AAA's to submit requests and provide reports. Used by Facilities Services to process key requests, accurately manage the database of key information, and provide detailed reports and information. This software allows changes to the key system to be better recorded and implemented at significantly less cost as well as providing a much higher degree of accountability.

Top Master Key: (also known as TMK) Highest level master key, opens all locks in the system. Reserved for emergency / life safety access. The TMK is tightly controlled with extensive security protocols. If lost, eliminates security of all keying in the entire system.

Access Approving Authority Role and Responsibilities:

1. AAA's are responsible for determining who can be issued Keys and/ or have access levels added to their UA ID Card. They are also responsible for submitting access requests to the Facilities Services Key Shop or to other Designated Key Issue Offices as applicable (i.e. Rural Campuses, Remote Research Sites, UAF Residence Life).
2. An AAA may **NOT** request access for themselves. An AAA's key request must be requested by their administrative head.

Card Access -

- Card Holder’s Department
- Effective date to remove access

AAA’s can do this themselves!

AAAs can request to be authorized to make card access assignments within the Lenel OnGuard software themselves. This enables the department to more nimbly make the card access assignments, while always having the Key Issue office as a backup. AAA’s will need the approval from their administrative head in order to obtain access to the OnGuard software. AAA’s given this software access must comply with all relevant UA and UAF policies and procedures related to access control and information security,

Costs and Impacts

Master keys are higher level keys that open all locks in their section and their loss eliminates all the key combinations opened by that key. Due to key system design, there are typically only four master key possibilities per section, meaning losing a master key twice eliminates ½ the entire system! The best way to protect the system as a whole is to eliminate or seriously restrict access to high level keys and focus on good management of lower level keys.

In past years, many high-level keys were issued for the sake of employee convenience with the expectation that these valuable keys would be safeguarded against loss through an individual's vigilance. Despite everyone's best intentions, some level of loss is inevitable. Accepting that inevitability, the new key system design changes the fundamental philosophy of access control, focusing on reducing personnel access to top level keys, and managing lower level keys with current security protocols. By lowering the security level of keys issued, it is likely that some people may have to carry more keys, but those keys will have less impact and expense if lost, preserving both the security and longevity of the system for as long as possible.

Lost keys above the level of submaster require a rekeying of all doors associated with the Key. The costs for the key(s) will be charged to the Keyholder. The costs for rekeying will be charged to the department that requested the Master key. The risk

single area, including the replacement of all keys and rekeying all locks is shown below:

Lost Key Charge to Keyholder (2020)		*$ 250.00*
Labor (2020)	33 hours at $78 per hour =	$ 2,574.00
Materials		$ 609.86
Total Cost		**$ 3,433.86**

C. **Lost Building Master** - This is considered a major loss. Overall building security and 25% of the building system design would be compromised from this single loss. An example of the costs associated with losing a Duckering Building Master key, including the replacement of all keys and rekeying all locks is shown below:

Lost Key Charge to Keyholder (2015)		*$ 1000.00*
Labor (2015)	162 hours at $78 per hour =	$12,636.00
Materials		$ 91.00
Total Cost		**$ 13,727.00**

D. **Lost Top Master** - This is considered a catastrophic loss. In a situation like this, the possible impact to the safety and security of our students is unacceptable and the damage to the key system shortens the expected lifespan of the system by years, losing 25% of the system per key lost. An example of the costs associated with losing a Residence Life Master key, including the replacement of all Keys and rekeying all locks is shown below:

Lost Key Charge to Keyholder (2020)		*$ 2,500.00*
Labor (2020)	378.25 hours at $78 per hour =	$29,881.75
Materials		$25,806.00
Total Cost		**$55,687.75**

These historical examples above illustrate that the material expense, worker hours, and system impact associated with a lost key event are significantly lessened by lowering the level of the key available. These costs also do NOT reflect the additional time and hassle of re-issuing new keys to all current Keyholders. As materials prices continue to increase