The Ins and Outs of Upgrading your Physical Access Control System

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Whoooo is Kennesaw State University?

Go Owls!
Kennesaw State University

- **Location**: Georgia – Two campuses in Kennesaw and Marietta
- **Student Population**: 35,000 students
  - Student population represents 92 countries across the globe
- **Faculty & Staff**: 6,000+
- Third largest university in Georgia
- 150+ undergraduate, graduate and doctoral degrees across 13 colleges
- NCAA Division I athletics – Go Owls!
- R2 Carnegie-designation
- Consolidated with Southern Polytechnic State University in 2015
Nuts and bolts of our card

• Mifare Classic 4K, PVC, with two HiCo magnetic stripe.
• 2 track black mag and 3 Track Gold mag, both 2750 OE
• Printing: 2 PMS Color Front and no printing on back
• Personalization: Bank magstripe encoded to 5/3rd specs and acct # thermal imaged on card front in silver
2015 – SPSU and KSU

SPSU
• Chipset: Dual Chip - Mifare Classic and Approx.*
• Access control system(s):
  • SALTO Systems

KSU
• Chipset: 4k Mifare Classic
• Access control system(s):
  • Onity Integra
  • Lenel OnGuard

*SPSU had additional legacy systems (RS2, Kantech, DMP, and Onity) that were in the process of being removed.
## Lock Breakdown as of January 2015

<table>
<thead>
<tr>
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<th>SPSU Locks</th>
<th>KSU Locks</th>
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<tbody>
<tr>
<td></td>
<td>• SALTO: 1,500</td>
<td>• Lenel: 430</td>
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<td></td>
<td>• Hard Key: 3,200</td>
<td>• Onity: 1,800</td>
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<td></td>
<td></td>
<td>• Onity (Housing instance): 1,200</td>
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<td></td>
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<td>• Hard Key: 8,700</td>
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System Stakeholders & Management

**SPSU**
- Access Control Systems
  - Functional: Campus Services
  - Technical: Campus Services
- Locksmith
  - Housing: Campus Services via service contract with vendor
  - Campus: Facilities

**KSU**
- Access Control Systems
  - Functional: Facilities
  - Technical: University IT Services
- Locksmith
  - Housing: Foundation owned and operated (separate staffing)
  - Campus: Facilities
Physical Access Control Task Force

• Identify stakeholders – Executive sponsor, project steering team, committees, committee chair...ect.

• Project Charter:
  • Scope
  • Timeline
  • Deliverables

• Rules of engagement
Physical Access Control Task Force

**Request Process and Credentialing**
Goal: Increase efficiency of the access request process

**Unify Access Control System**
Goal: Standard and comprehensive access control system across both campuses

**Security and Access Monitoring**
Goal: A consolidated dashboard for monitoring security and access regardless of platform

**Door Installations and Standards**
Goal: Standardized doors and door types

**Information Security**
Goal: Reduction, if not elimination, of any security risks

**Financial / Purchasing**
Goal: Approved procurement guidelines for access control equipment and installation purchasing

**Auditing and Data Feeds**
Goals: Accurate Information; Appropriate and approved access
New Management

Where do we want to be in the next 5-10 years?

• Identify the best solution
  • SALTO, Onity or Lenel?

• Master plan for access control
  • Make sure you think about life cycle replacement!

• Get new leadership buy-in
Implementation

• Understand your system!
• Get all the stakeholders at the table
• Project Plan
  • Timeline
    • Original timeline: August 1st, 2019
    • Expedited timeline: 11 buildings complete by April 1st, 2019
  • Physical installation
  • System development
  • Communication, communication, communication!
Implementation – Physical Installation

 Dependencies
  • HotSopt infrastructure first
  • Timeline – 11 buildings complete by April 1\textsuperscript{st}
  • Class and event schedules
  • Resource constraints
Implementation – Physical Installation

• Site survey
• Order hardware (8 week lead time)
• 3 Phases of installation
  • Infrastructure and wiring
  • Electrified hardware
  • Stand alone locks
    • Overnight crews
Implementation – System Development

• Lock build out
  • Access points/locks
  • Zones
  • Access levels

• Develop access rights
  • Custom access levels for each unit
  • Access privileges protocol
    • Universal locations
    • Standard locations
    • Elevated risk locations

• Grant access rights
  • Hybrid approach to granting access
Implementation – Communication

General Communication
• Website – The initial project announcement will be followed by the creation of a project page for ongoing updates as the project progresses.
• KSU Inform – Initial project announcement

Preparation: Building site visit and review
• Send initial email to stakeholders with a brief project overview and POC request
• Send the site visit email to stakeholders
• Send a site visit follow up email requesting a meeting time to discuss access and any escalated security areas
• Begin access needs discussion with building POC
Implementation – Communication

Installation Phase 1: Infrastructure and wiring
• Send infrastructure installation email to stakeholders

Phase 2: Exterior lock conversion
• Email before the doors are converted to notify cardholders that exterior door access is not affected
• When applicable, provide notice to the college to send to internal distribution list
• HotSpot Sign collateral to be posted at lock once installation is complete
Implementation – Communication

Phase 3: Interior lock conversion – Prep

• Email sent before doors are converted to notify cardholders
  • Include an overview of the schedule and onsite troubleshooting information

• Post It notes on all locks being upgraded in building

• Flyer put up at all entrances
Implementation – Communication

Phase 3: Interior lock conversion – Go live

• Customer Service Table in Building
  • Goal: Troubleshoot access issues, reprogram ID cards as needed and answer questions
  • Resources: Talon One Center team and Door Access team
  • FAQ collateral for distribution
• Building rounds
Remember to Update Your Talon Card!

1. Hold your Talon Card (KSU ID) to the HotSpot
2. Wait until the flashing/beeping stops
3. Repeat every seven days

QUESTIONS?
Visit the TALONONE Kennesaw
Call (470) 578-8663 (T-ONE)
Email talonone@kennesaw.edu

dooraccess.kennesaw.edu

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HotSpot
7 DAYS

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