Hitachi User Guide

REQUESTING, GRANTING, AND REMOVING BUILDING ACCESS

Hitachi: Is the web based program used to request, grant, or remove access to or from clearance codes.

Authorizers: The staff member(s) designated to be responsible for granting and removing access to the clearance code. Authorizers will only grant access for the staff that they manage and know who should or should not have access to the space. For example, **Door Authorizer** and **Storage Room Authorizer** are two different types with a different code.
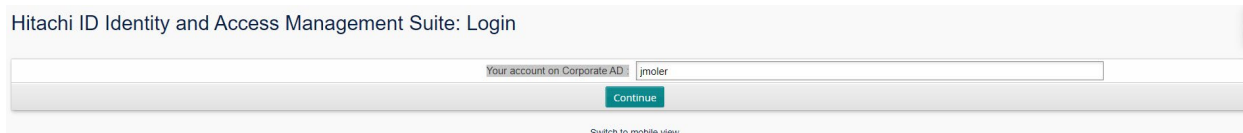
Clearance Code: Is a group of doors that are combined into a single code for access.
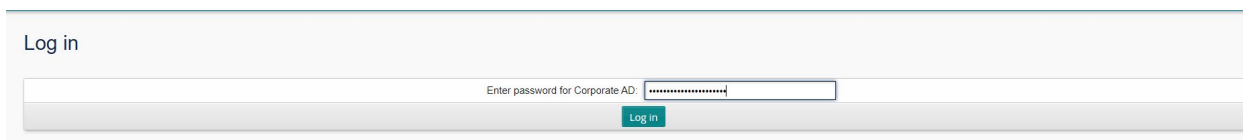
Hitachi Website: https://iam.ucsf.edu/prod/

Step by Step Instructions:

(For **Bulk Adding Employees**, go to the bottom of page 4)
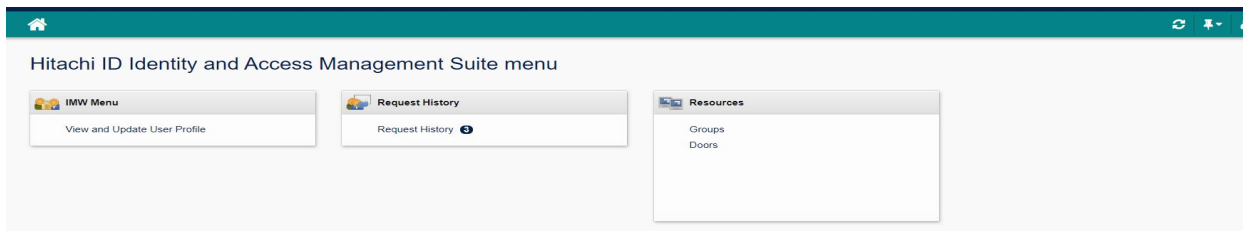
1. **Your account on Corporate AD: Same as your Windows Login (what is used to login to your PC)**

Hitachi ID Identity and Access Management Suite: Login

Your account on Corporate AD	jmoler

Continue

Switch to mobile view

2. **Enter password for Corporate AD: Same as your Windows Password (what is used to login to your PC)**

Log in

Enter password for Corporate AD: ••••••••••••••••••

Log in

3. **You will open up to the Hitachi Main Menu:**

Hitachi ID Identity and Access Management Suite menu

IMW Menu
View and Update User Profile

Request History
Request History ❸

Resources
Groups
Doors

4. **To request, grant, or remove access for the individual: You will select the "View and Update User Profile" under the IMW Menu Tab**
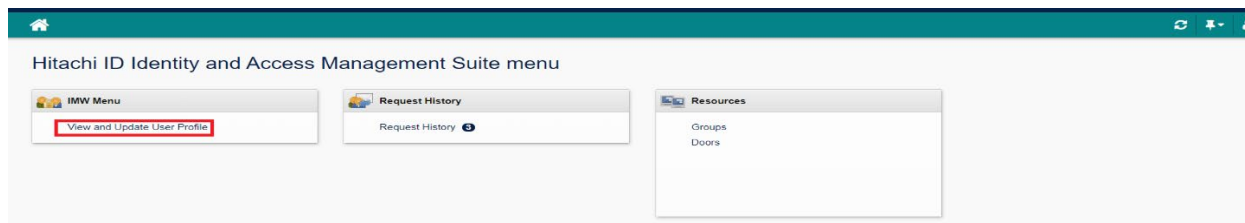

5. **This will bring up the employee search page**
   - **Enter the employees UCID# or full name (last name first) in the search bar**
   - **Once the employee is pulled up select the Blue arrow tab to the right of their name**


6. **Once the profile is open always locate the staff members' "Affiliation end date". You will only be able to grant access to that date not beyond.**
   - NOTE: If the employee is a temp and their end date is extended you will need to re-activate access after HR extends their affiliation date.
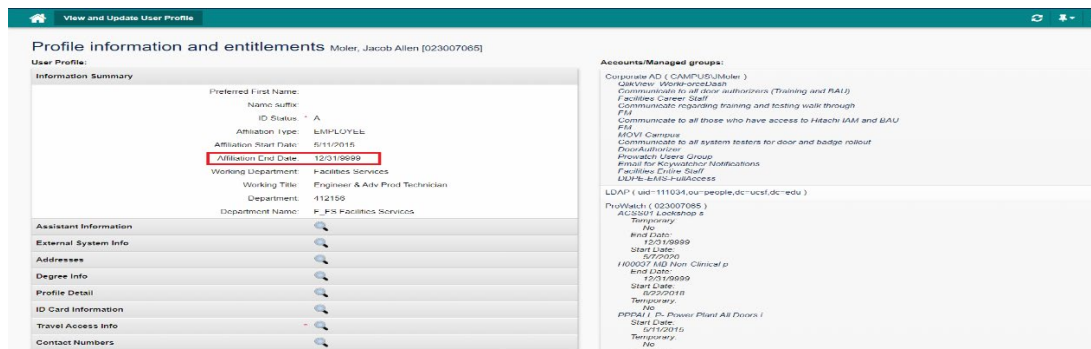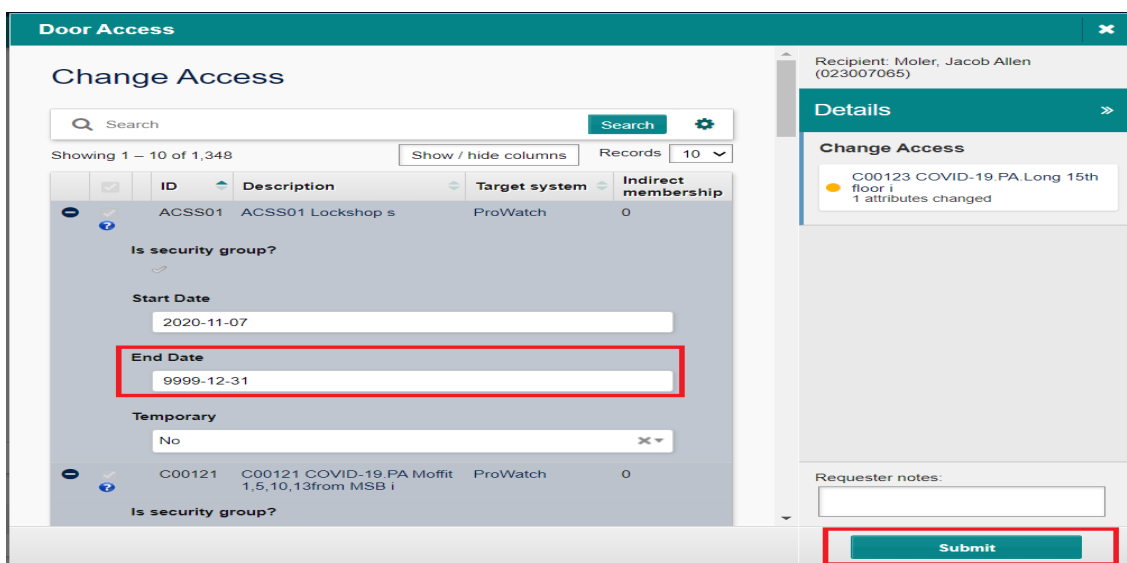
7. **Scroll to the bottom of the screen and again click the Blue arrow to the right of the "Door Access"**
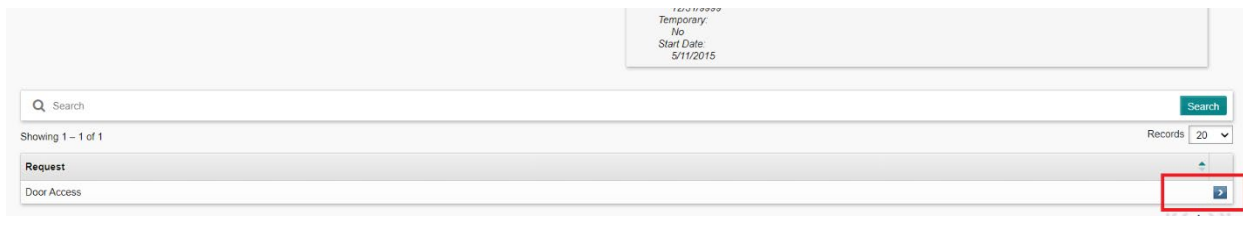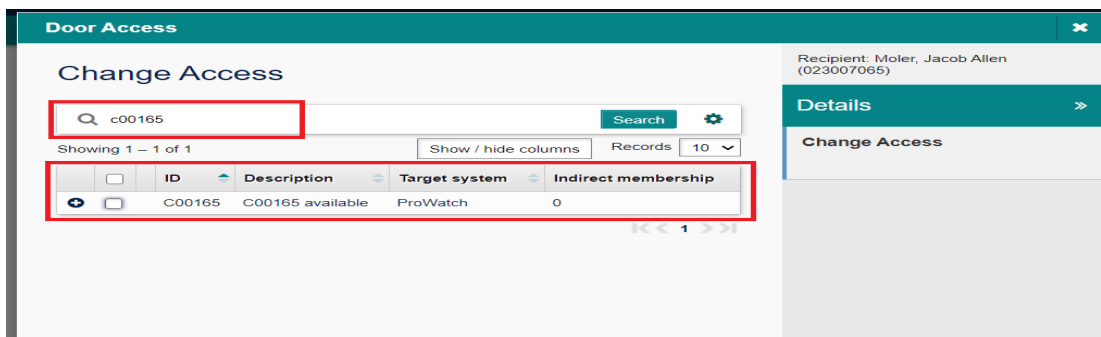

8. **This will open the Door Access window. The codes that are greyed out are what the user currently has access to.**
   - *To* <mark>remove access</mark>, **change the end date to yesterday and select the "Submit" Tab**
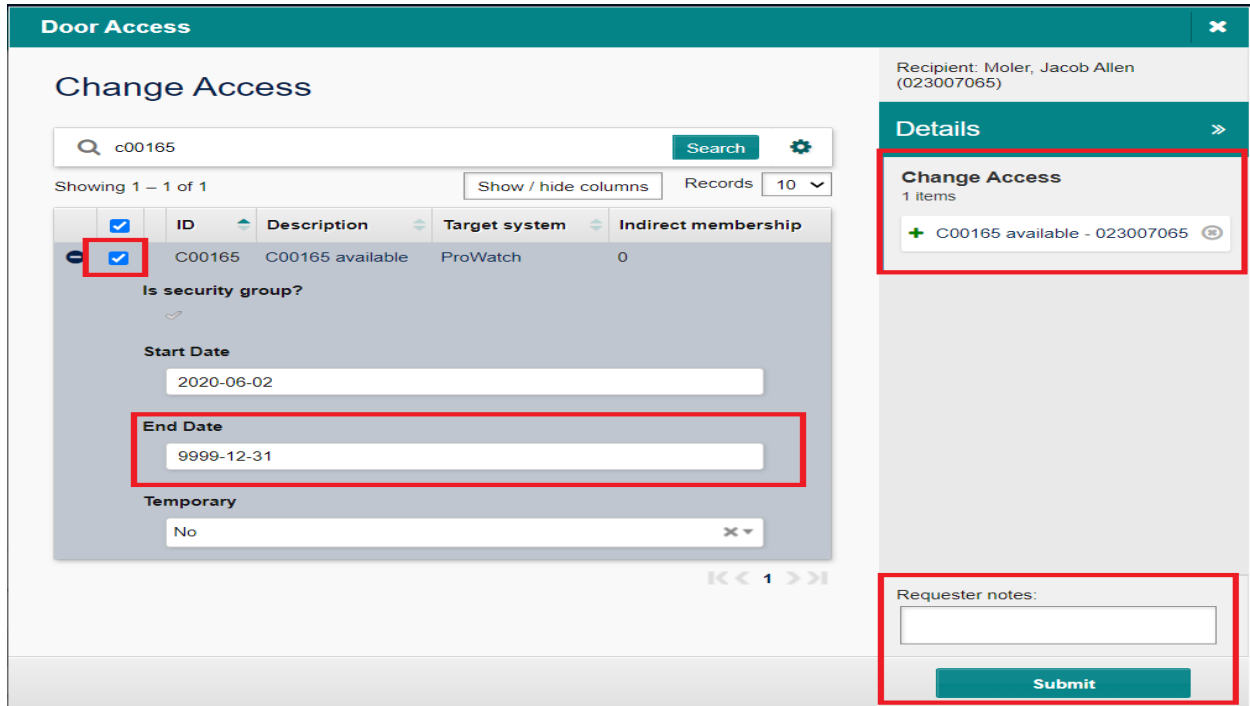

9. *To* <mark>add access</mark>, **enter the 6-digit Clearance Code number into the search field and select search. Your code will appear in the window below.**

10. **Click the check box on the left.**
    - The end date will default to the user's affiliation end date. Leave it as is or make changes to date needed
    - It will show your changes in the "Change Access" box to the right
    - Add any notes for the approving authorizer in the "Requester notes" at the bottom right
    - When finished Click the "Submit" tab in the bottom right hand corner
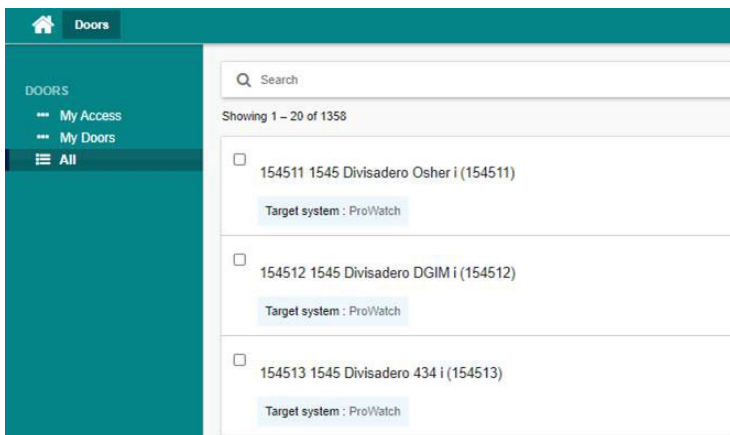
COMPLETED: Once you have made changes and hit the "Submit" tab your transaction is completed. The changes should be updated, and access will be removed or granted within 30 minutes.
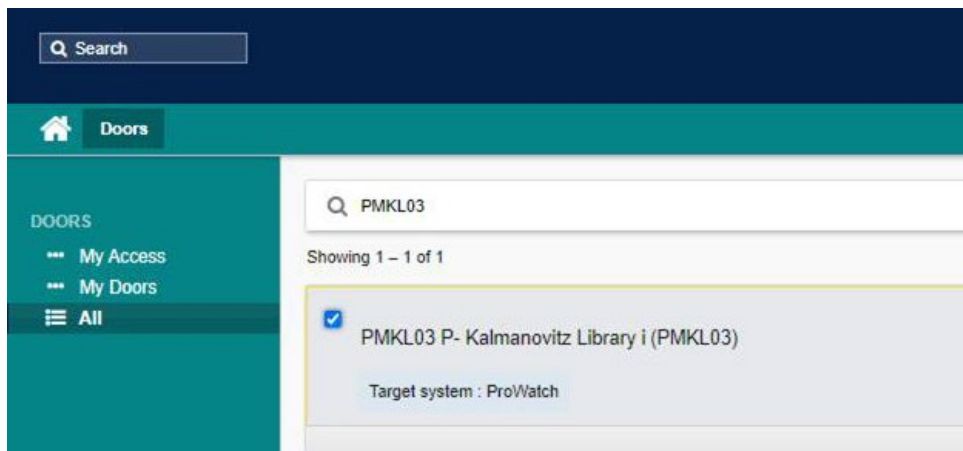
## Bulk Updating

1. **Start on the Door Tab**

2. **Search for the code you want. For demonstration purposes only, below we search for code "PMKL03".**
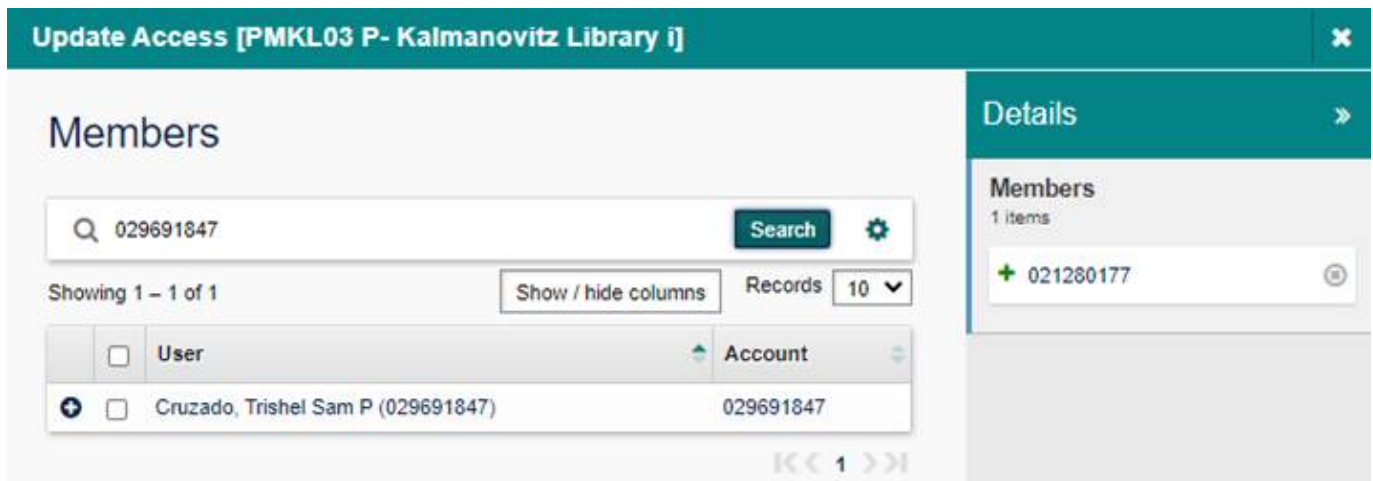   *Don't forget to check the box of the code you searched for.*

3. **Select "Update Access" located in the Top Right hand portion of the Blue field.**
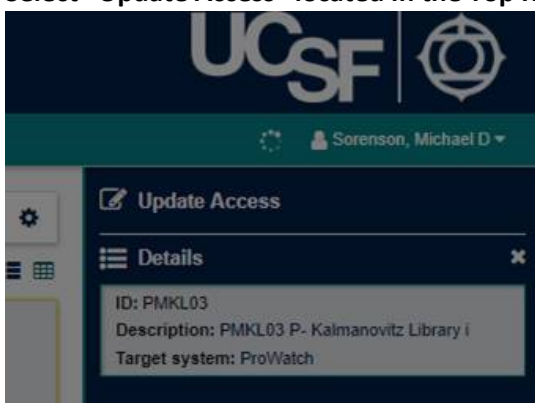
4. **Enter the EIN of the person you want to find or add. Check the Box and click the plus sign. If the field is clear, you can select the box. If it is grey, they already have access to the code. You may need to check the date range. You do have to pay attention to their affiliation end dates. You do not want to enter 50 names and hit submit to find an error. Hitachi does not tell you where the error is. Do NOT click submit yet if you intend to continue adding people.**
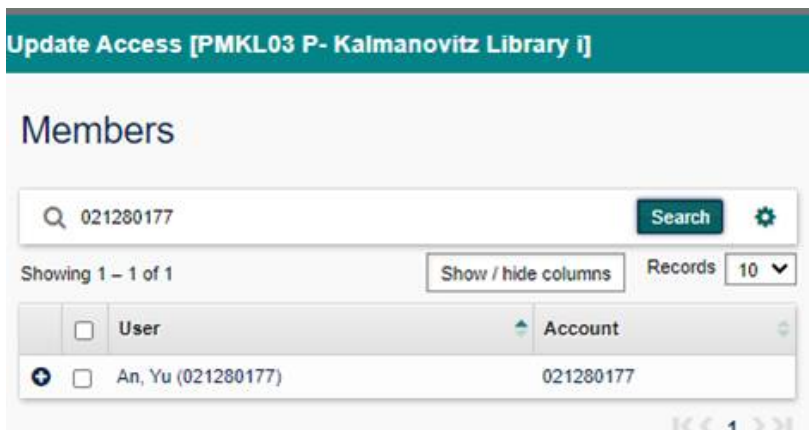
5. Simply, enter a new EIN in the search field and repeat step 4. <mark>You should see the members being added on the right side of the page under "Details".</mark>
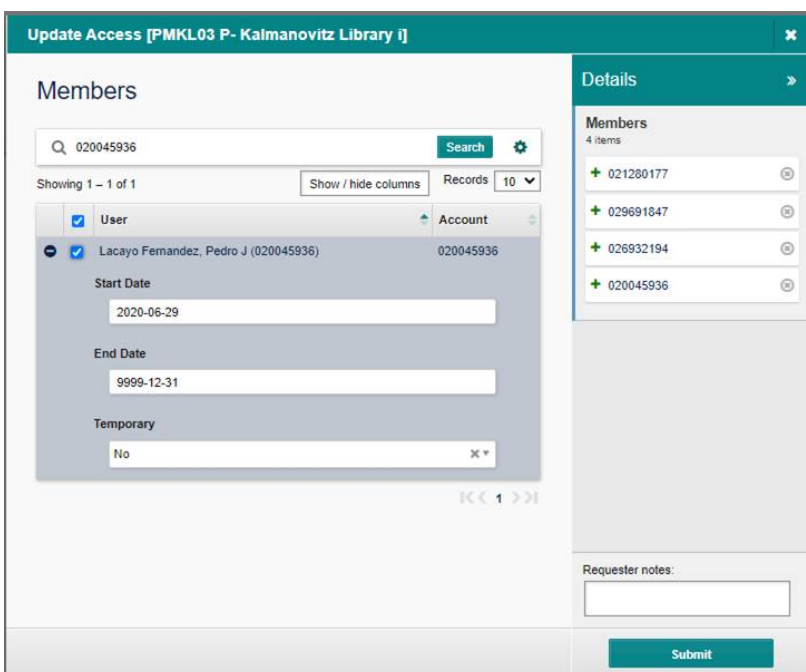
6. Once you complete your entire list, you can hit submit. In below sample, you will notice we added four people and all are listed on the right side of the "Details" portion. You can now click submit and wait for either the success or fail notice from Hitachi. If there is a fail, check to make sure all your employees have a current date range.