

Lockt™ CloudAccess

Getting Started



Congratulations! Your Lockt™ CloudAccess account has been provisioned! Now that your account is setup, this guide will help you get started using Lockt™ CloudAccess by walking you through a few basic steps and introducing you to the software. Take a few minutes to read through this document to help make getting started on Lockt™ CloudAccess quick and easy.

Accessing Lockt™ CloudAccess

If you've received this Getting Started Guide, that means your account is setup. During the setup process, you will receive 2 emails with the subjects:

- **Lockt CloudAccess User Account**
- **Lockt CloudAccess Password**

These messages contain the basic information needed to log into Lockt™ CloudAccess. If you have not received the emails, please check your Junk/Spam folders for messages from **support@lockt.com** or **notifications@lockt.com**. If you still cannot locate the messages, please send a message to support@lockt.com requesting a resend of these 2 messages.

Once you have your login information, you can access Lockt™ CloudAccess at:

<https://cloudaccess.lockt.com>

First Login

When you first log into Lockt™ CloudAccess, you will be asked to accept the following Terms/Policies:

- **Terms of Use**
- **Privacy Policy**

These terms govern your use of the site and how Lockt handles your information.

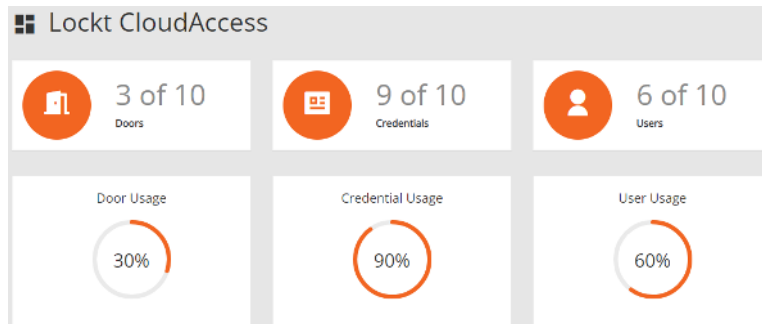
To accept the terms, simply check the box labeled **I acknowledge and accept the above information**, and press the **Accept** button.

Pressing the **Decline** button will take you back to the login page.

Lockt may change these policies and terms from time-to-time. If necessary, this screen will reappear requesting you to accept the updated Terms/Policies.

Account Limits

The first page you see in Lockt™ CloudAccess will be the Dashboard. The Dashboard will show you basic account information such as the number of Doors, Credentials, and Users you are entitled to use. Lockt™ CloudAccess has limits on the number of Doors, Credentials, and Users you are allowed to use. If you hit the limit, you can have these numbers increased by purchasing additional Switch™ Tech Cores and Credentials using the Lockt™ Customer Portal.



Navigation and Overview

You navigate Lockt™ CloudAccess using the menu bar on the left side of the screen. The top group of menu items represent an element of data used by Lockt™ CloudAccess used to enable access control to Switch™ Tech Cores.

- **Schedules** – Schedules are used to determine when access to a Door is allowed
- **Holidays** – Holidays are special days which are added to a Schedule. Access is denied by default unless a Holidays are included in a Schedule
- **Doors** – A door represents a single Switch™ Tech Core
- **Access Levels** – Access Levels define which Doors are available on a Schedule, and are assigned to Users
- **Credentials** – Credentials Tokens are issued to individuals and are associated with Users. Credentials can be regenerated and reassigned once they have been claimed. Credentials must be specified as Installers in order to program Switch™ Tech Cores
- **Users** – Users are either Admins or Users (Credential Holders). Users are assigned Credentials, and Access Levels to enable access to Doors

Other menu items include:

- **Reports** – Several reports are available including Event Logs, Audit Logs, and User Reports. All reports can be filtered and exported to CSV file
- **Settings** – The Settings page allows you to set your local Time Zone, and enable 2FA (Two-Factor Authentication) for Admin Users. When enabled, 2FA enhances account security by forcing Admin users to enter a second code when logging into Lockt™ CloudAccess
- **Help** – Our full help file with screen shots walks you through every step of managing Lockt™ CloudAccess
- **About** – Basic system information, Licensing and Release details

First Steps

To get started using Lockt™ CloudAccess and enable access to Switch™ Tech Cores, you need to perform the following minimum steps:

- Create a Schedule
- Create a Door
- Create an Access Level
- Assign a Door and Schedule to an Access Level
- Create a Credential
- Create A User
- Assign a Credential and Access Level to a User
- Claim your Switch™ Tech Credential on your phone using the Best Access Switch App
- Program your Switch™ Tech Core as an Installer using the Best Access Switch App

Example Startup Configuration

The Following is provided as an example configuration to help you get started. In all cases below, creating a new record is done by clicking the  button on the appropriate screen and clicking the  or  buttons.

- Schedule – Create a schedule named 24/7, with all days selected
- Doors – Create a door named Office Door 1. Set the Operate time to 3000 (milliseconds), the Extend Operate Time to 5000 (milliseconds), the Access Setting to Access Controlled, and check the Requires PIN box
- Access Level – Create an Access Level named Office Staff. Select the Scheduled named 24/7, and select the Door named Office Door 1
- Credentials – Generate a credential by entering 1 in Number of Credentials. The Starting Key will pre-populate with Key Number 1000. After creating, a new Credential and Access Token will appear. Click on the new Token, and check the Installer Checkbox. Also, select the user to assign in the Reassign To drop down. Once you have assigned the Token to a user, the user will be notified via Text Message of their assigned Registration Token.
- Users – Click on the user you want to modify and select the Office Staff Access Level. Leave the Access Effective and Access Expiration dates blank.
- On your phone, in the Best Switch App, claim the credential using the registration Token you created above / received via Text Message
- After claiming your credential on your phone, open the Best Switch app, click the Admin icon at the bottom, and program your Switch™ Tech Core, setting it to Office Door 1.
- You now have a programmed Switch™ Tech Core with access control managed by Lockt™ CloudAccess