

Course Outline

Genetec ClearID™ Operator Training	
Code	SC-CIDO-001
Level	Beginner
Duration	1 hour, Self-paced
Target audience	Those who must manage requests for access to physical locations
Prerequisites	None. An internet connection, PC and smartphone or tablet are required.
Objectives	<p><u>Upon successful completion of this course the participant will be able to:</u></p> <ul style="list-style-type: none"> • Understand ClearID sites and areas • Manage access to ClearID areas • Request access to ClearID areas • Approve/Reject access to ClearID areas • Manage visitor requests to ClearID areas
Certification	<u>None</u> . This training is informational only. No exam will be given.

Topic	Description
Module 0: <i>Introduction</i> (3½ mins)	<ul style="list-style-type: none"> • Welcome • What to expect in this training? • Animated ClearID demo
Module 1: <i>What is ClearID?</i> (7 mins)	<ul style="list-style-type: none"> • What is ClearID? • How ClearID works • What are <i>Identities</i>? • What are <i>Sites</i>? • What are <i>Areas</i>?
Module 2: <i>Submitting access requests</i> (12 mins)	<ul style="list-style-type: none"> • Access requests: 3 approval modes • Submitting access requests • Manual vs Automatic approval • Demo
Module 3: <i>Approving/Rejecting access requests</i> (5½ mins)	<ul style="list-style-type: none"> • Access request workflow • Reject vs Approve workflow. • Delegation
Module 4: <i>Configuring area access</i> (5 mins)	<ul style="list-style-type: none"> • Granting access to an area: <i>Identities</i> • Granting access to an area: <i>Roles</i> • Reviewing area access
Module 5: <i>Managing Visitors</i> (10 mins)	<ul style="list-style-type: none"> • Submitting a visit request • Visit request workflow • Reviewing visit events • Copying a visit event • QR code as visitor credential • Self-service kiosk