

Create a Cardholder

Create a New Cardholder

1. Login to Security Desk or Config Tool
2. Click Tasks > Cardholder Management

A close-up of a cardDescription automatically generated

3. Click New at the bottom

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4. Type in the Person's Name, (Optional but encouraged) email address and mobile phone number.

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5. Next, click the + sign under Cardholder Group

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6. Find the applicable Group(s) and click okay. You can have more than one Group.

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If you have access to a door reader or an enrollment reader, skip to step 9

7. Next, Click "Add a credential" you can choose "manual" if you don't have access to a door reader or enrollment reader.

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8. Choose the type of card you have and enter the facility code (found on the side of the box of cards)

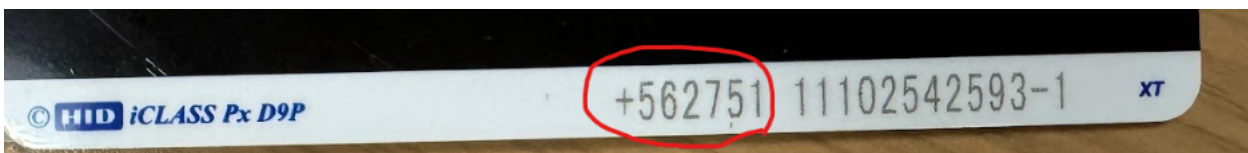
and the card number (found on the bottom of the card. *See Examples

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Example (Not your facility code)

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The card number is usually the first 5 digits of the number at the bottom



9. If you have access to a reader select “Automatic Enrollment”

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Use the Drop Downs to Select the Enrollment Reader or a Door

Then choose the door closest to you.

Swipe the badge to the reader and the credential will be added.

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Click Save and Close, and you’re done!

Revision #1

Created 2026-02-11 00:55:45 UTC by Ryan Walsh

Updated 2026-02-11 00:56:32 UTC by Ryan Walsh