

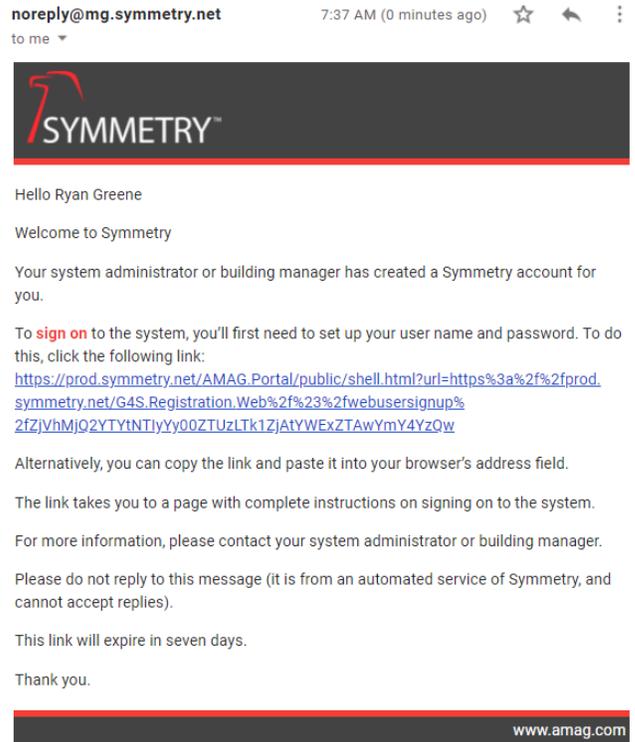
Symmetry Starter Guide

Gaining Access to Symmetry:

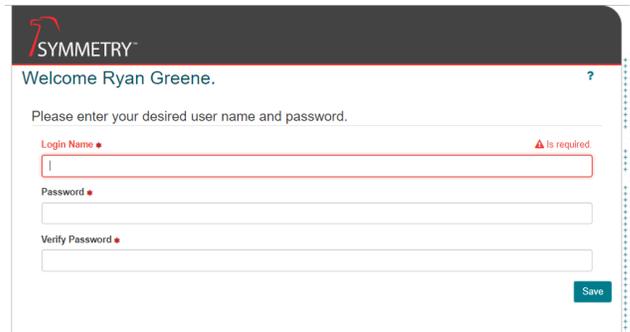
All UCOP employees have the ability to gain hosting rights for visitors to the UCOP Oakland campus. To establish a login for accessing Symmetry, contact Building Services at building.services@ucop.edu

Logging into Symmetry for the first time:

1. You will receive a confirmation email that includes your username and temporary password. A sample registration email can be seen on the right. The new user will click the link in order to register (create a user name and password).

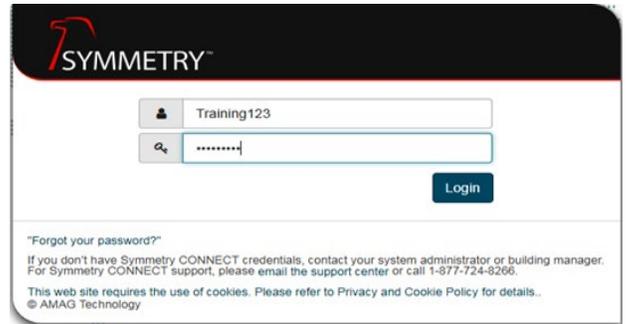


2. The user is able to register by clicking the link in the email. The user will then designate a Login name and password to access Symmetry Guest.

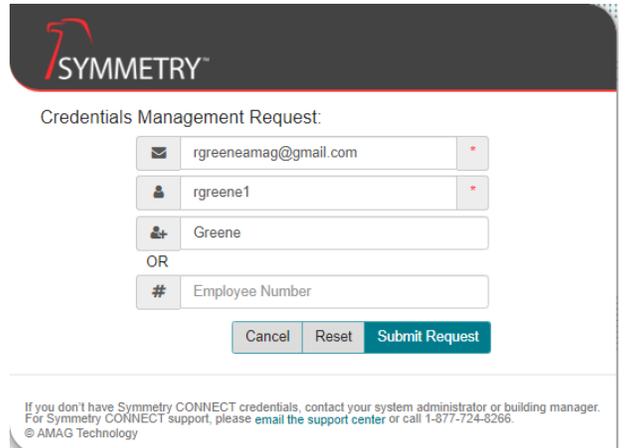


Logging into Symmetry:

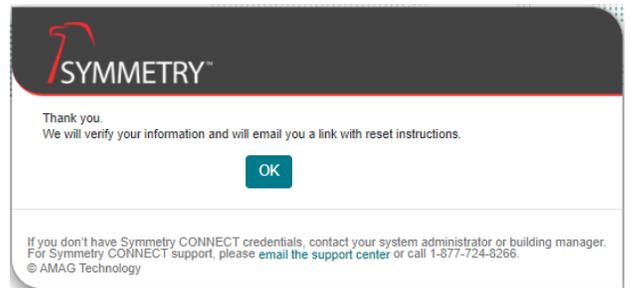
1. Go to <https://1100broadway.symmetry.net> and enter your username and password. Your username should be your ucop.edu email.
2. If you need to reset your password, click the “Forgot your password?” link on the login page and enter the required information.
3. An email is sent to the user with a link that allows them to reset their password.
4. When a user logs in for the first time, they are required to accept the terms and conditions of the End User License Agreement (EULA).



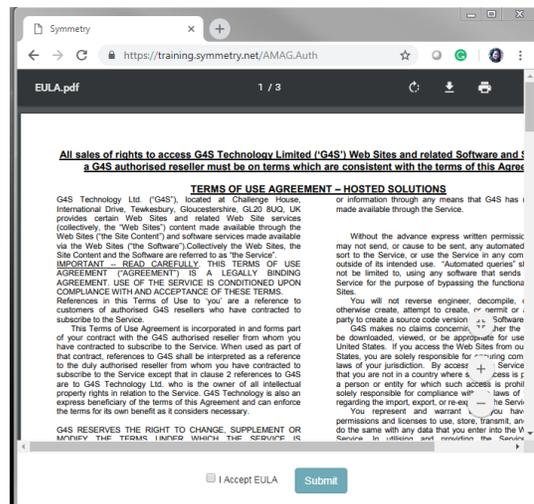
The image shows the Symmetry login page. At the top is the Symmetry logo. Below it are two input fields: one for the username (containing 'Training123') and one for the password (containing '.....'). A blue 'Login' button is positioned to the right of the password field. Below the login fields is a link for 'Forgot your password?'. At the bottom, there is a footer with contact information for Symmetry CONNECT support and a copyright notice for AMAG Technology.



The image shows the 'Credentials Management Request' page. It features a form with several input fields: an email address field (containing 'rgreeneamag@gmail.com'), a username field (containing 'rgreene1'), a name field (containing 'Greene'), and an 'OR' separator followed by an 'Employee Number' field. There are three buttons at the bottom: 'Cancel', 'Reset', and 'Submit Request'. Below the form is a footer with contact information for Symmetry CONNECT support and a copyright notice for AMAG Technology.

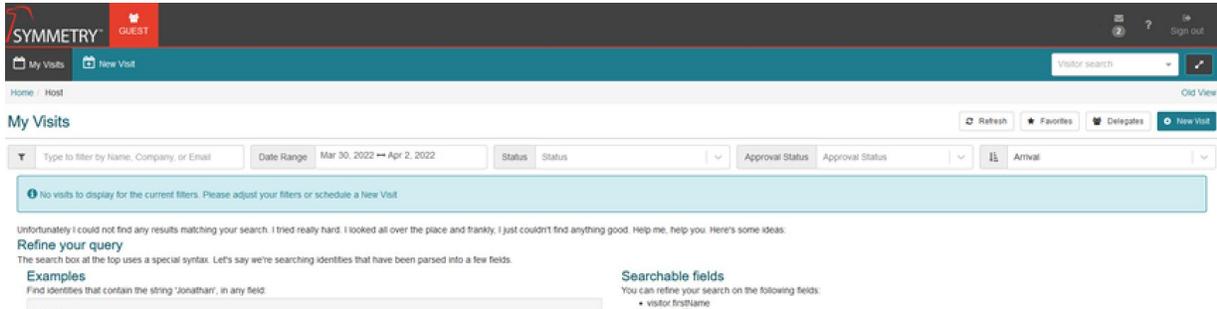


The image shows a 'Thank you' message page. It contains the text: 'Thank you. We will verify your information and will email you a link with reset instructions.' Below this text is a blue 'OK' button. At the bottom, there is a footer with contact information for Symmetry CONNECT support and a copyright notice for AMAG Technology.



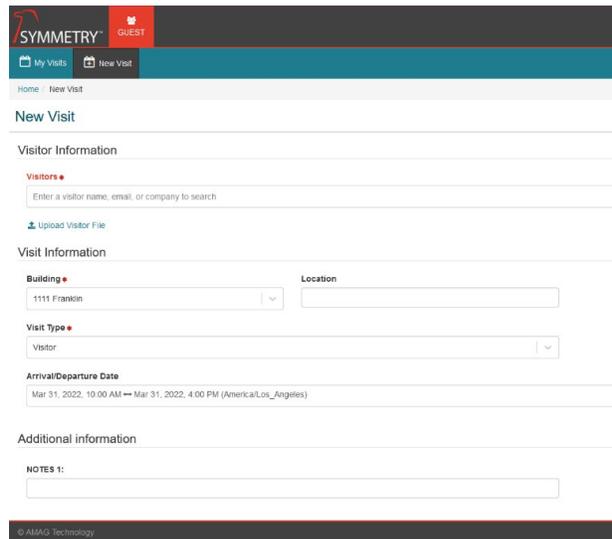
The image shows a browser window displaying the End User License Agreement (EULA) for Symmetry. The browser address bar shows 'https://training.symmetry.net/AMAG.Auth'. The document title is 'EULA.pdf'. The page content includes the following text: 'All sales of rights to access G4S Technology Limited ("G4S") Web Sites and related Software and Services are made available through the Service. A G4S authorised reseller must be on terms which are consistent with the terms of this Agreement.' Below this is the 'TERMS OF USE AGREEMENT - HOSTED SOLUTIONS' section, which details the terms of service, including a disclaimer of warranty and a limitation of liability. At the bottom of the page, there is a checkbox labeled 'I Accept EULA' and a blue 'Submit' button.

- The default launch screen is the Symmetry GUEST Dashboard with the Home ribbon (Menu) bar.
- The main menu displays the **GUEST** 'My Visits' home page by default. Here you can find the visitors you've input. The currently logged in user is also displayed, along with the message indicator (in blue below) and sign out button to log out of the application.



Adding a Visitor:

- To add a visitor, navigate to **GUEST > New Visit**.
- Enter the Arrival and Departure Date and Time for the visit, and select Building.
 - All UCOP visitors will check in at the 1111 Franklin security desk, even if you've selected 'Broadway'. Users may only have Broadway or Franklin available as an option, this doesn't effect visitor access.
- Select the **Visit Type** for this visit.
 - Select 'Visitor', 'Vendor', or 'Contractor'. UCOP staff with up to date ID badges do not need to be input into Symmetry.



- To manually **Add Visitors** to this visit, simply start typing in the **"Visitors"** field. Any existing visitors that match a previous visit will appear automatically and can be added to the visit. Additional visitors can be added in the same field.



5. If a new visitor needs to be created, a window labeled “**Define New Visitor**” will appear, see the image to the right. Some information about the new visitor will have to be added (Name and Company are required)

Define New Visitors

Contact information

First Name *

Test

Last Name *

Visitor

Company *

Citizenships

Select...

Notifications & Preferences (not required)

Notifications

Off

Preferred Email Address

Preferred Email Address

Save Cancel

6. Specific users with the appropriate user role will have the ability to register visits “**On behalf of**” other active users in the system. To register this visit on behalf of another user, search for the user and add them to the visit.

- o Please contact building services if you require the ability to register visits on someone’s behalf by sending an email to :
building.services@ucop.edu

On behalf of

Ryan

Ryan Howarth

Ryan Greene rgreeneamag@gmail.com

7. Click “Next” to proceed to the next page. This step is only required because a new visitor was added and some additional data is required. **Visit Registration is typically complete at this stage if only existing visitors were selected for the visit.**
 - o Enter the required information on the new visitor(s) on this page and click “Save”. Visit Registration is complete