

# Course Outline

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

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