Opening Secure Doors

If you have received approval for door access and set up a PIN, follow the instructions below to open the classroom or lab with your One Card. If you have not received approval and/or your PIN, please see “Getting Door Access”

1. At the classroom or lab entrance, locate the card reader. The reader should be mounted on the wall next to the door.
2. Take your One Card and swipe it in the reader, with your picture and name to the left and towards you.
3. The card reader will beep and a green light will appear. Enter your 4-digit PIN, then press “ENTER”.
4. The card reader will beep again and the lock will disengage. You can now open the door.





For questions or concerns please contact the Golden Eagle One Card Office at (323) 343-6800
or visit us at Student Services Building, Room 2232
Monday - Friday 8: 00 am – 5:00 pm

Opening Secure Doors

Frequently Asked Questions

How long will the door be unlocked?
After you have entered your PIN, the door will be unlocked for five (5) seconds before relocking and requiring you to swipe your One Card and enter your PIN again.

How do I deactivate the alarm inside the classroom?
The alarm requires a code to disarm. You can get this code from your department. If you do not remember the code or the alarm will not disarm, you will need to contact Campus Police at (323) 343-3700.

What if I need to get into a designated classroom and my One Card/PIN does not work?
If for any reason you cannot gain access to the classroom, you should call the Golden Eagle One Card Office at (323) 343-6800 for assistance.

What happens if my card is lost or stolen?
You should contact the Golden Eagle One Card Office immediately, so that we can deactivate the card in question. You can then come in to obtain a new card for a $5.00 replacement fee.

How long is my card valid for?
The One Card is valid as long as you are employed by Cal State L.A. However, door access privileges will expire at the end of each quarter.

Can I lend my card to someone else?
No, the individual named on the One Card assumes all financial and criminal liability for misuse of the card.

What if I forget my PIN?
If you do not remember your PIN, you will need to go to the Golden Eagle One Card Office to create a new PIN. This cannot be done over the phone or through email.

Can I have access to the designated classroom(s) on the weekends or at night?
Overnight and weekend access to buildings is restricted.

What if there is an emergency, who should I call?
In the event of an emergency, contact Campus Police at (323) 343-3700