

Access Codes

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Access codes

An access code is an authentication method that

- allows Cisco Spaces users to manage internet provisioning for different business locations
- controls user access and session attributes such as duration and bandwidth limits, and
- enables secure sharing of internet services with customers by requiring authentication with a location-specific code.

Create access codes

You can create access codes for different locations and control internet access for each location using these codes. This section explains how to create and manage access codes using Cisco Spaces.

To use this feature, configure access code authentication for your captive portals. For more information about configuring access code authentication for captive portals, refer to the Configure a portal for access code authentication.

You can also create a single-use access code. Choose **Access Code** > **Create Access Code** to create a new single-use access code. For more information, refer to the Create a Single-Use Access Code, on page 5.

Access code configuration requirements

- Only Cisco Spaces users with Account Admin or Access Code Manager rights can create or manage the access code.
- Only Cisco Spaces Account Admin users can invite others as Access Code Managers. The Access Code option is available in the Cisco Spaces dashboard only for an Account Admin or Access Code Manager account.
- The **Session Duration** and **Bandwidth Limit** configured at the access code level are used by the captive portal. During authentication, these values are sent to the controller and override any default settings for session duration and bandwidth.

Access codes and internet provisioning

Cisco Spaces allows you to share your access codes with your customers. You can specify the validity period for an access code. You can configure an access code to have a single code value, or set the code value to change weekly or monthly. You can manually specify code values for an access code, or choose to have them auto-generated. You can define the time for which the customers can access the internet using an access code.

Cisco Spaces also enables you to set the download and upload bandwidth limits for access codes when users access the internet with a specific access code.

You can define multiple access codes for a single location. For example, to provide high-speed internet only to platinum members, create an access code with maximum bandwidth and another with limited bandwidth. Share the access codes based on customer type.

To know the steps for access code authentication, refer to the Steps for access code authentication.

Effective access code management

To maintain the security and functionality of your internet provisioning, follow these guidelines:

- Grant access code creation and management rights only to users with account admin or access code manager roles.
- Invite users to become Access Code Managers through a Cisco Spaces Account Admin user only.
- Session duration and bandwidth limits set at the access code level take precedence over default controller settings during authentication.

Create a shared access code

Create and manage a shared access code for guest internet access at a specific location using Cisco Spaces.

To create an access code, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, click **Captive Portals**.

Step 2 In the left pane of the window that is displayed, click **Access Code**.

Note The Access Code option is available in the Cisco Spaces dashboard only if you are a Cisco Spaces Account Admin or Access Code Manager user. For more information on creating a Cisco Spaces user, refer to the Invite a User.

Step 3 From the **Location** drop-down list, select the location for which you want to define the access code.

Step 4 Click **Create Access Code**.

Step 5 In the **Create Access Code** window, click **Shared Access Code** tab.

Step 6 In the **Shared Access Code** tab, choose the type of access code that you want to create. The options are:

- **Fixed**: The code value remains the same till the time the access code is valid.
- **Weekly**: The code value for the access code changes every week.
- **Monthly**: The code value for the access code changes every month.

The remaining fields that appear depends on the access code type that you have selected.

If you choose the access code type as **Fixed**, enter these details:

a) In the **Access Code Name** field, enter a name for the access code.
b) If you want to define your own code values for the access code, check the **Set your own access code?** check box.
c) In the **Access Code** field that appears, enter the code value.
d) Specify the time for which the customer could access the internet using the access code by adjusting the **Limit session by time** bar. This time is for a single session.
e) If you want to define a validity period for the access code, check the **Define a validity period for this access code** check box. Specify the start date and end date by clicking the respective buttons.
f) If you want to limit the bandwidth when the customer accesses the internet using this access code, check the **Limit bandwidth** check box.
g) Specify the maximum bandwidth that must be provided to the customer when accessing the internet using this access code by adjusting the **Bandwidth Limit** bar.
h) Click the **Show More** link, and specify the upload and download limits.
i) From the **Number of times access code can be used** drop-down list, select the maximum number of times a customer can access the internet using this access code.

If you choose the access code type as **Weekly**, enter these details:

a) In the **Access Code Name** field, enter a name for the access code.
b) Specify how to generate the access code.

- If you want to specify your own code values for all the weeks, check the **Upload access codes from the csv file** check box. You can download the access code template by clicking the link in the message box. After entering all the code values for all the required weeks in the template, you can upload the template as a csv file using the **Upload** button.
- If you want to generate the code values for all the weeks automatically, specify the period for which this access code is valid in weeks by adjusting the “Access Code Validity time period” bar.

Note The **Access Code Validity time period** bar is available only if you have not selected the **Upload access codes from the csv file** check box. If you have selected the **Upload access codes from csv File** check box, the validity period is considered based on the number of code values entered in the csv file. For example, if you define three code values in the csv file, then the access code is valid for three weeks. The code values mentioned in the csv file are considered sequentially for each week.

c) Specify the time for which the customer could access the internet using the access code by adjusting the **Limit session by time** bar. This time is for a single session.
d) Click the **Start Date** button, and specify the date from which the access code is valid.
e) If you want to limit the bandwidth when the customer accesses the internet using this access code, check the **Limit bandwidth** check box.
f) In the **Bandwidth limit** bar that appears, specify the maximum bandwidth that must be provided to the customer when accessing the internet using this access code by adjusting the bar.
g) Click the **Show More** link and specify the upload and download limits.
h) From the **Number of times access code can be used** drop-down list, select the maximum number of times a customer can access the internet using this access code.

If you choose **Monthly**, enter the details:

a) In the **Access Code Name** field, enter a name for the access code.
b) Specify how to generate the access code.

- If you want to specify your own code values for all the months, check the **Upload access codes from the csv file** check box. You can download the access code template by clicking the link in the message box. After entering all the code values for all the required months in the template, you can upload the template as a csv file using the **Upload** button.
- If you want to generate the code values for all the months automatically, specify the period for which this access code is valid in months by adjusting the **Access Code Validity time period** bar.

Note The **Access Code Validity time period** bar is available only if you have not checked the **Upload access codes from the csv file** check box. If you have checked the **Upload access codes from the csv file** check box, the validity period is considered based on the number of code values entered in the csv file. For example, if you define three code values in the csv file, then the access code is valid for three months. The code values mentioned in the csv file are considered sequentially for each month.

c) Specify the time for which the customer could access the internet using the access code by adjusting the **Limit session by time** bar. This time is for a single session.
d) Click the **Start Date** button, and specify the date from which the access code is valid.
e) If you want to limit the bandwidth when the customer accesses the internet using this access code, select the **Limit bandwidth** check box.
f) In the **Bandwidth limit** bar that appears, specify the maximum bandwidth that must be provided to the customer when accessing the internet using this access code by adjusting the bar.
g) Click the **Show More** link, and specify the upload and download limits.
h) From the **Number of times access code can be used** drop-down list, select the maximum number of times a customer can access the internet using this access code.

Step 7 Click **Create**.

Create a Single-Use Access Code

Allow temporary access by generating single-use access codes for users at selected network locations.

In the **Create Access Code** window, choose the **Single Use Access Code** option to create access codes for one-time use.

To create predefined templates for selected locations, check the **Enable Access Code Template** check box available in **Settings** > **Access Code Templates**.

When this option is enabled, first select the template (available for the location) and then create single use access codes.

Note There's no change in the current access code creation process if the **Enable Access Code Template** check box is disabled in the **Settings** panel of the Cisco Spaces: Captive Portals app.

To create a single-use access code, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, click **Captive Portals**.

Step 2 In the left pane of the window that is displayed, click **Access Code**.

Note The Access Code option is available in the Cisco Spaces dashboard only if you are a user with Cisco Spaces Account Admin or Access Code Manager privileges. For more information about creating a Cisco Spaces user, refer to the Invite a User.

Step 3 From the **Location** drop-down list, select the location for which you want to define the access code.

Step 4 Click **Create Access Code**.

Step 5 If an **Access Code Template** is available for the selected location, you must choose a template.

a) In the **Choose a template** area, select the access code template to create new set of access codes.
b) Click **Next**.
c) In the **Generate Access Code** area, do these:

- **Access code name**: Enter the name for the new single-use access code.
- **Choose Location**: Select the network location for which the template is created from the drop-down list.
- **# of Access Codes per creation**: Enter the number of access codes to be created.
- **Define a validity period for this access code**: Check the check box and enter these dates, using the calendar, to set a validity period for the access code:

- **Start Date**
- **End Date**

Step 6 If an **Access Code Template** is not available for the selected location, perform these:

a) In the **Create Access Code** window, click **Single Use Access Code**.

b) In the **Single Use Access Code** tab, do these:

- **Access code name**: Enter the name for the new single-use access code.
- **Access code type**: To select the access code type, click either the **Numeric** or the **Alphanumeric** radio button.
- **# of Access Code**: Enter the number of access codes that you want to create. The default value is one.
- **# of Characters**: Enter the number of characters required in the access code. A single-use access code must include a minimum of three characters.
- **Limit session by time**: Use the slider bar to set the session limit time. The valid range is from 30 minutes to three months.
- **Define a validity period for this access code**: Enter these dates, using the calendar, to set a validity period for the access code:
  - **Start Date**
  - **End Date**
- **Limit bandwidth**: Check the check box to limit the bandwidth to one Mbps.

Step 7 Click **Create**.

- The generated access code is for one-time use only. If the access code is previously used, these error message is displayed:

  ```
  invalid access code
  ```

- The status of the new access code is shown as **Available** in the **View Access Codes** window. After the access code is used, the status changes to **Used**.
- Click **Edit** to edit the start and end dates and click **Update** to save the changes. For more information, refer to the Edit an access code, on page 9.

Create access code template

Streamline access code generation using predefined, customizable templates, ensuring easier, faster, and secure access code creation for specific locations.

Access code templates help in easier and faster generation of customized access codes for network or building locations.

Check the **Enable Access Code Template** check box in the **Settings** > **Access Code Templates** tab to enable the access code template feature for a selected network or building location.

When you enable the access code template feature, you can create a new access code template and then create single-use access codes based on the selected template.

Note The feature only applies to single-use access codes and can be configured based on maximum limits.

If a template is not created for a specific location, the traditional method of creating access codes would be used.

If access code templates are enabled, you can create single-use access codes only.

Procedure

Step 1 In Cisco Spaces dashboard drop-down list (left navigation pane of the Cisco Spaces **Home** window), select **Captive Portals**.

The **Portal** window is displayed. In the left navigation pane, you can view the available tabs for **Captive Portals** app.

Step 2 In the left navigation pane, click **Settings**.

The **Settings** window is displayed with four tabs: **SMS Gateway**, **Social Apps**, **Access Code Templates** and **Trusted Device Templates**.

Step 3 Click **Access Code Templates**.

Step 4 To enable the settings to create access code template, check the **Enable Access Code Template** check box.

The **Create Template** option is displayed. When enabled, access codes can be generated exclusively through predefined templates, ensuring a standardized and secure process. This is applicable only while creating single-use access codes.

Step 5 To create predefined templates for selected locations, click **Create Template**.

The **Create Access Code Template** window is displayed.

Step 6 To create a new template for generating single-use access codes, do these:

- **Template Name**: Enter the name for the new single-use access code template.
- **Choose Location**: Select the network location for which the template is created from the drop-down list.
- **Access Code Type**: To select the access code type, click either the **Numeric** or the **Alphanumeric** radio button.
- **# of Characters**: Enter the number of access codes that you want to create.
- **Limit session by time**: Use the slider bar to set the session limit time. The valid range is from 30 minutes to three months.
- **Limit bandwidth**: Check the check box to limit the bandwidth to 1 Mbps.
- **Define a validity period for this access code**: Check the check box and enter these dates, using the calendar, to set a validity period for the access code:
  - **Start Date**
  - **End Date**

- **Define a validity period for this access code**.
- **Allow bulk access code creation**: Check the check box and enter the access code limit to allow bulk creation.

Step 7 Click **Create**.

The new template created is displayed in the **Active Template** area.

What to do next

You can navigate to the **Access Code** window, choose a template and proceed to create single-use access codes.

View an access code

Identify active and expired access codes for a chosen location, including relevant details.

You can view all the access codes for a location of which the validity period has not yet expired.

To view the access codes defined for a location in the Cisco Spaces, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, click **Captive Portals**.

Step 2 In the left pane of the window that is displayed, click **Access Code**.



Note The Access Code option is available in the Cisco Spaces dashboard only if you are a Cisco Spaces Account Admin or Access Code Manager user.

Step 3 In the **Access Code** window that appears, from the drop-down list, select the location for which you want to view the access codes.

The access codes defined for the location appears.

For the location selected, the total number of access codes available, the total number of expired access codes, and number of active and inactive access codes among them are displayed.

In addition, these details of the access codes defined for the location are displayed:

- **Status**: Whether the access code name is active or not.
- **Name**: The name of the access code.
- **Code**: The code value for the access code name at the time of viewing the access code. The code value changes if it is set to change weekly or monthly.
- **Type**: The access code type. The access code type can be fixed, or that changes weekly or monthly.
- **Expiry Date**: The period for which the access code is valid.

- **Actions**: The actions such as edit, share, and delete that you can perform for an access code.

Edit an access code

Allow administrators to modify access codes for captive portals at a designated location.

To edit an access code, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, click **Captive Portals**.

Step 2 In the left pane of the window that is displayed, click **Access Code**.

Note The Access Code option is available in the Cisco Spaces dashboard only if you are a Cisco Spaces Account Admin or Access Code Manager user.

Step 3 In the **Access Code** window that appears, select the location for which you want to edit the access code.

The access codes defined for that location appear.

Step 4 In the **Active Access Codes** area, for the access code that you want to edit, click the **Edit** button.

Step 5 Make necessary changes, and click **Update**.

Share an access code

Provide a customer with access by sharing a Cisco Spaces access code associated with a specified location.

Cisco Spaces enables you to share access codes with your customers.

To share an access code, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, click **Captive Portals**.

Step 2 In the left pane of the window that is displayed, click **Access Code**.

Note The Access Code option is available in the Cisco Spaces dashboard only if you are a Cisco Spaces Account Admin or Access Code Manager user.

Step 3 In the **Access Code** window that appears, select the location for which you want to share the access code.

The access codes defined for that location appear.

Step 4 In the **Active Access Codes** area, for the access code that you want to share, click the **Share** button.

Step 5 In the **Share Access Code** window that appears, enter the e-mail ID of the person to whom you want to share the access code, and click **Invite**.

Delete an access code

Remove unwanted or expired access codes associated with a location in Cisco Spaces.

To delete an access code, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, click **Captive Portals**.

Step 2 In the left pane of the window that is displayed, click **Access Code**.

Note The Access Code option is available in the Cisco Spaces dashboard only if you are a Cisco Spaces Account Admin or Access Code Manager user.

Step 3 In the **Access Code** window that appears, select the location for which you want to delete the access code.

The access codes defined for that location appear.

Step 4 In the **Active Access Codes** area, for the access code that you want to delete, click the **Delete** button.

Step 5 In the **Delete** window that appears, click **Yes** to confirm the deletion.

Note You can delete multiple access codes simultaneously. A check box appears for each access code so that you can select multiple access codes at a time, and delete them simultaneously. You can also delete the expired access codes.

Deactivate an access code

Disable the access code for a location to restrict portal access in Cisco Spaces.

To deactivate an access code, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, click **Captive Portals**.

Step 2 In the left pane of the window that is displayed, click **Access Code**.

Note The Access Code option is available in the Cisco Spaces dashboard only if you are a Cisco Spaces Account Admin or Access Code Manager user.

Step 3 In the Access Code window that appears, select the location for which you want to deactivate the access code.

The access codes defined for that location appear.

Step 4 Swap the “Status” toggle switch for the access code that you want to deactivate.

If deactivated, the status button turns grey.

Reactivate an access code

Enable a previously deactivated access code for user authentication in Cisco Spaces, provided the code’s validity period has not expired.

By default, an access code is in the active mode when it is created. Once you deactivate it, you can activate it whenever required, provided the validity period for the access code is not expired.

To reactivate an access code, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, click **Captive Portals**.

Step 2 In the left pane of the window that is displayed, click **Access Code**.

Note The Access Code option is available in the Cisco Spaces dashboard only if you are a Cisco Spaces Account Admin or Access Code Manager user.

Step 3 In the **Access Code** window that appears, select the location for which you want to activate the access code.

The access codes defined for that location appear.

Step 4 Swap the “Status “toggle switch for the access code that you want to activate.

If activated, the status button turns green.

Export access codes

Export active access codes for a given location in Cisco Spaces as a downloadable PDF or CSV file.

Cisco Spaces enables you to export access codes created for a location to a .csv file or as a PDF.

To export the access codes defined for a location in the Cisco Spaces, perform these steps:

Procedure

Step 1 In the Cisco Spaces dashboard, click **Captive Portals**.

Step 2 In the left pane of the window that is displayed, click **Access Code**.



Note The Access Code option is available in the Cisco Spaces dashboard only if you are a Cisco Spaces Account Admin or Access Code Manager user.

Step 3 In the **Access Code** window that appears, from the drop-down list, select the location for which you want to export the access codes.

For the location selected, the total number of access codes available, total number of expired access codes, and number of active and inactive access codes among them are displayed.

Step 4 Do any of these based on the format required:

- To export the access codes as a PDF file, choose **Export** > **Export as PDF**.
- To export the access codes as a .csv file, choose **Export** > **Export as CSV**.

Step 5 In the window that appears, click **OK** to save the file.

The access codes get downloaded to the **Downloads** folder in your computer in the format specified.



Note Only the access codes that are active get exported.

Filter access codes to export

Export only the access codes you need, based on location and filter criteria, in your preferred file format.

To filter the access codes to be exported, perform these steps:

Procedure

Step 1 In the **Access Code** window, from the drop-down list, select the location for which you want to export the access codes.

Step 2 Click **Filter**.

- **All Access Codes**: Exports all the access codes created for the selected location, including active and expired.
- **Filter by**: Exports the access codes based on the filter applied. You can filter access codes that expire during the current week, current month, or within a particular date range. You can also filter access codes that expired during the current week, current month, or within a particular date range. You can include both expired and active access codes at the same time by using **Expires in** and **Expired** options.

Step 3 Click **Apply**.

The filtered access code gets displayed in the **Filtered Access Codes** window.

Step 4 Do any these based on the format required:

- To export the access codes as a PDF file, choose **Export** > **Export as PDF**.
- To export the access codes as a .csv file, choose **Export** > **Export as CSV**.

Step 5 In the window that appears, click **OK** to save the file.

The access codes get downloaded to the **Downloads** folder in your computer in the format specified.