

Create delayed or temporary Access Control credentials

GoSafer Security Knowledge Base

This operational reference is organized for GoSafer Security customers and staff. Alarm.com product names are retained where required for technical accuracy.

Overview

Access Control users have the ability to set Access Control credentials to apply between a specific date range, to end on a specific date for temporary users, or to create users with a set start date.

Platform	Customer Website
Content type	How-to / Configuration
Source last updated	2025-06-04

Procedure

To create delayed or temporary Access Control credentials

1. Log in to the GoSafer Security customer portal (powered by Alarm.com).
2. Click User Access.
3. Click Users.
4. Click Add User or click [More Options] followed by [Edit] to edit an existing user.
5. Enter the user's name and language preference (if required).

6. Click Add Credential.

7. Select Access Badge, PIN, or Mobile Credential.

Note: If Mobile Credential is not available, contact your service provider for additional assistance. For more information, see [Access Control Mobile Credentials](#).

1. Click Access Period to set if and when the credentials will start and expire.

2. Click to deselect Credentials Never Expire.

Using the adjacent dropdown menu, select Select start and end date, Select start date only, or Select end date only.

Use the date pickers to select the desired dates.

1. Click Save.

2. Click User Group to select whether the desired user group.

3. Click Language Preference to adjust the user's notification language preference (default language is English).

4. Toggle the Extended Door Unlock feature on if the user requires a longer unlock time when they badge in.

Note: To modify the Extended Door Unlock timing, contact your service provider.

1. Click Add Contact to add the user's email or mobile contact information.

In Access Plans, click to select which Access Plan the user should be associated with.

Once the delayed or temporary credentials have been created, it is recommended to create a User Access Start/Expire notification. For more information, see [Create User Access Start/Expire notifications](#).

Source and support

For GoSafer Security assistance, visit gosaferssecurity.com.

Original Alarm.com reference:
https://answers.alarm.com/Customer/Website_and_App/Commercial/Access_Control/Create_delayed_or_temporary_Access_Control_credentials

Always verify safety, installation, compatibility, and current UI details against the original manufacturer documentation before operational use.

Revision #1

Created 2026-09-01 00:29:50 UTC by Jerdenn Calag

Updated 2026-09-01 00:29:50 UTC by Jerdenn Calag