

Willis

- [Unifi Access - Create Users / Long-Term](#)

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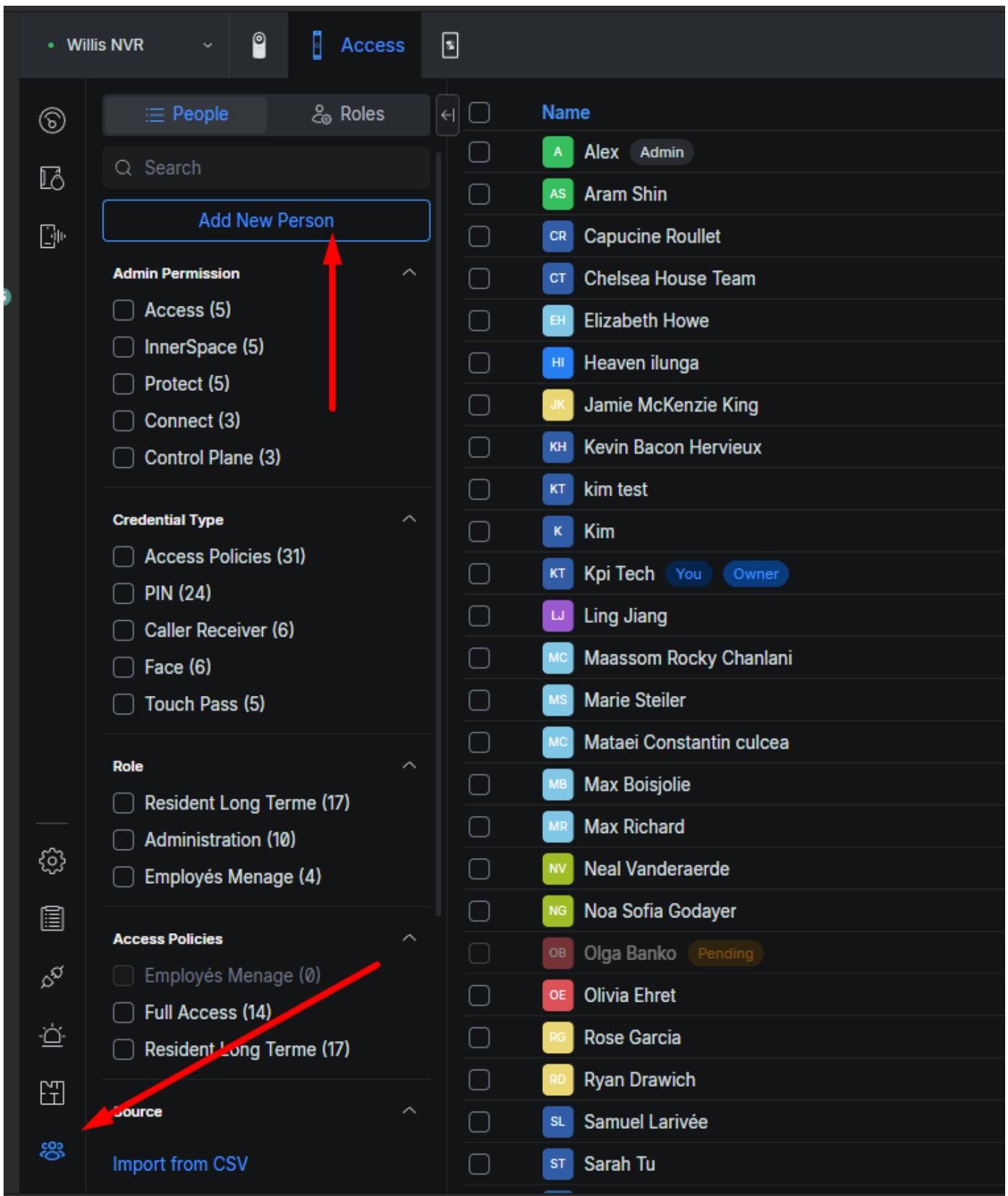
Login

1. Log in to your account at **unifi.ui.com**.
 2. Navigate to the **Access** section of your controller.
-

Adding a Permanent / Long-Term User

Employees, long-term residents, and anyone requiring door access via their phone.

1. Go to the **People** section.
2. Click **Add** to create a new person. *(photo)*
3. Enter the information:
 - **Email** (required only if you want phone access)
 - **First name** and **last name**



4. Next to **Role**, click **Assign** and select the role that matches the user.

- Roles define door permissions (who can open what).
- Roles can be edited

- **Employés Menage**
 - All Door
- **Entree Principale**
 - Main front door
- **Resident Long terme**
 - Salle commune 3e
 - Salle commune 4e
 - Salle commune 5e
 - Salle commune 6e
 - Salle commune 7e
 - Salle commune 8e
 - Main front door
- **Administration**
 - All door

Willis NVR

Access

People Roles

Search

Add New Person

Add New Person

Email

First Name Last Name

Show more details

Roles (optional) Assign

Admin Privileges No Access

Services

Door Access

Smart IoT

Cancel Save

Admin Permission

- ☐ Access (5)
- ☐ InnerSpace (5)
- ☐ Protect (5)
- ☐ Connect (3)
- ☐ Control Plane (3)

Credential Type

- ☐ Access Policies (31)
- ☐ PIN (24)
- ☐ Caller Receiver (6)
- ☐ Face (6)
- ☐ Touch Pass (5)

Role

- ☐ Resident Long Terme (17)
- ☐ Administration (10)
- ☐ Employés Menage (4)

Access Policies

- ☐ Employés Menage (0)
- ☐ Full Access (14)
- ☐ Resident Long Terme (17)

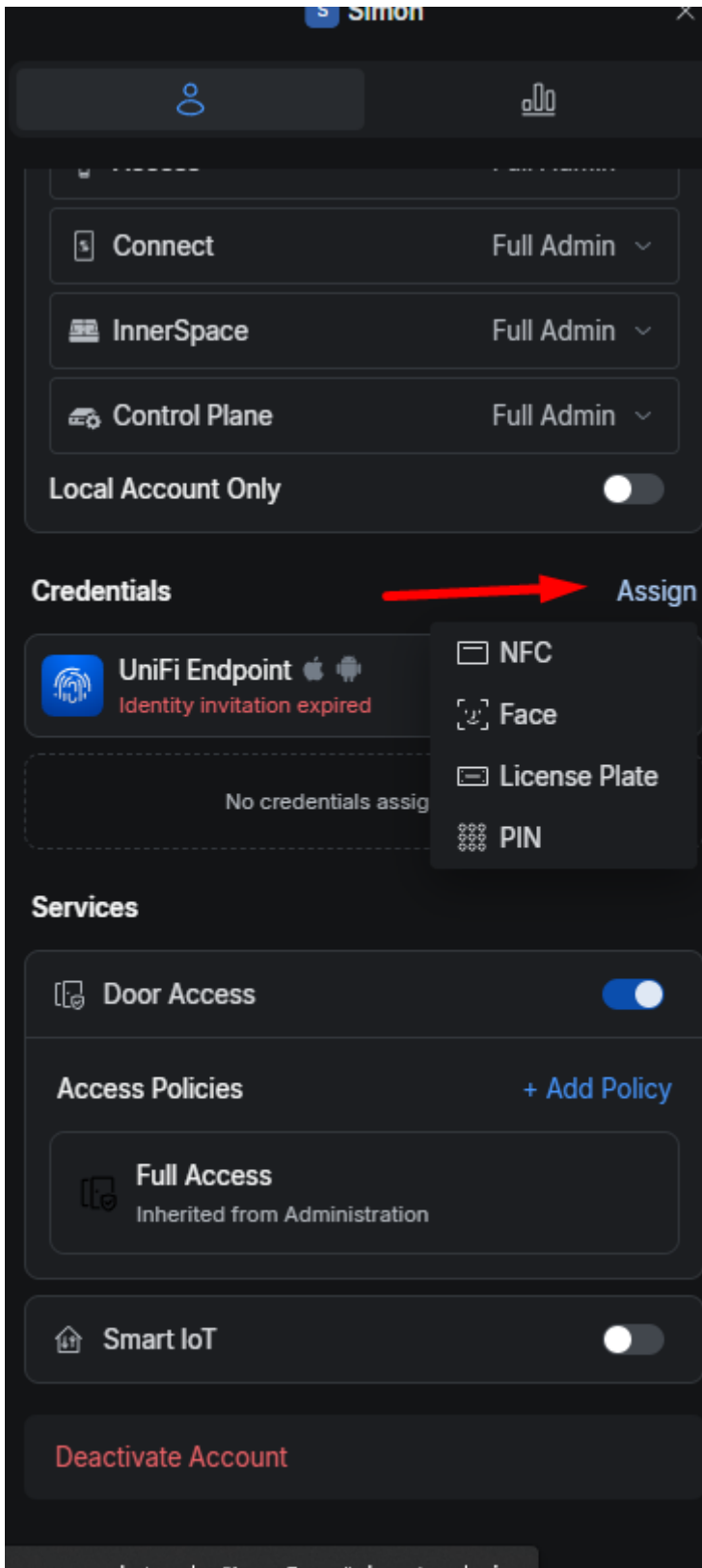
Source

Import from CSV

Assigning an entry method:

- Click on the desired user, then under the **Credentials** section, click **Assign**.

6. Choose the entry method — for example, a **PIN** (4-digit code).

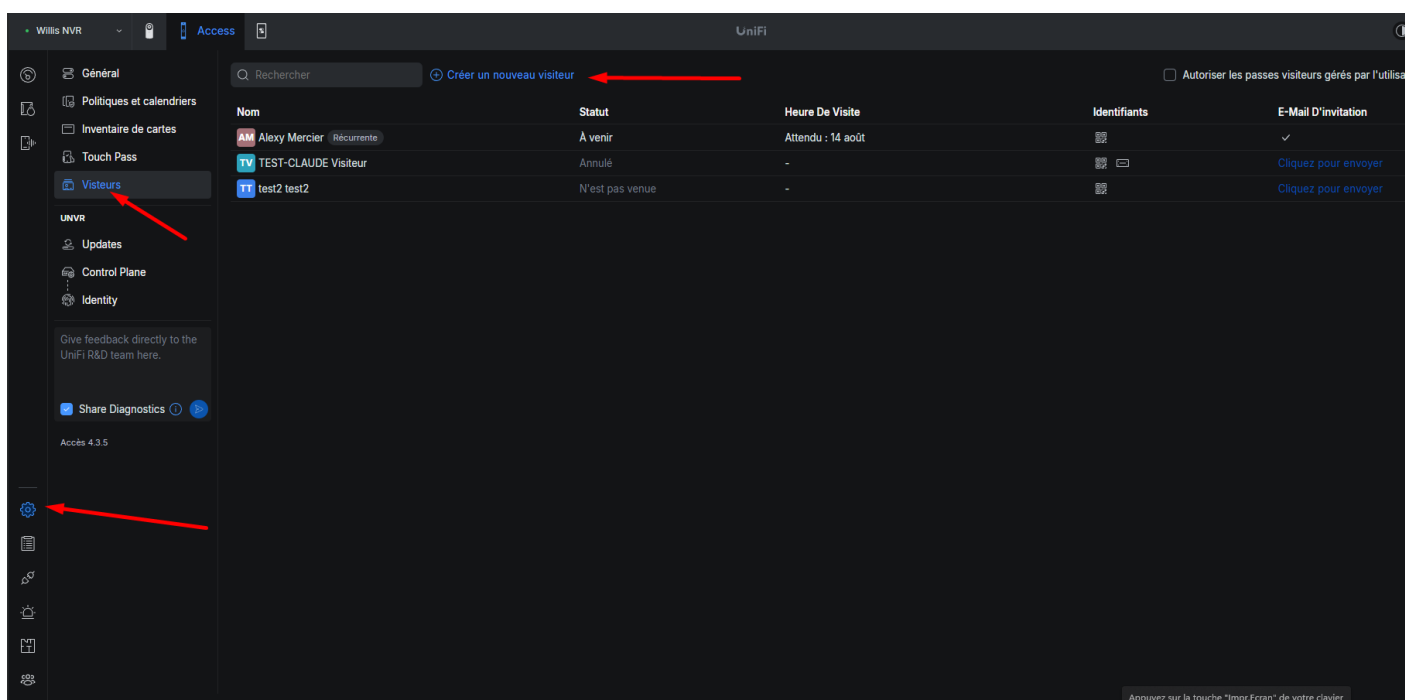


****Only if you want the user to have access with their phone**

- Next to **UniFi Endpoint**, click **Send** to send an invitation to the user's email.
 - The user will need to download the **UniFi Endpoint** app.
 - They can then tap the button received in the email to activate their access.

Adding a Visitor or Temporary Resident

1. Go to **Settings** → **Visitors** and click **Create New Visitor**.
2. Add the desired information.
3. Choose the **validity dates** for the access.
4. Choose the **doors** the visitor can access.
5. Choose the **authentication method**: PIN, QR code, etc.



Créer un nouveau visiteur

Prénom

Nom de famille

Raison de la visite

Sélectionner

E-mail

Entrez l'adresse e-mail

Personne à visiter

Sélectionner

Afficher plus

Créer un nouveau visiteur



Calendriers de visites



Horaires

☒ Visite unique ☐ Visite récurrente

Depuis



19/08/2026



12



: 44



Jusqu'à



19/08/2026



23



: 59



☐ Toute la journée

Emplacements des visites



☐ Tous les emplacements ☒ Personnaliser

Sélectionner

Sélectionnez les lieux de visite.

Identifiants



Code QR



Carte NFC



Plaque d'immatriculation



PIN



Annuler

Créer