

## How to Enter an Online Key Request:

### Accessing the Key Request

Log onto the CIS portal and click on the 'Key Request' hyper-link on the Facility Operations frame.

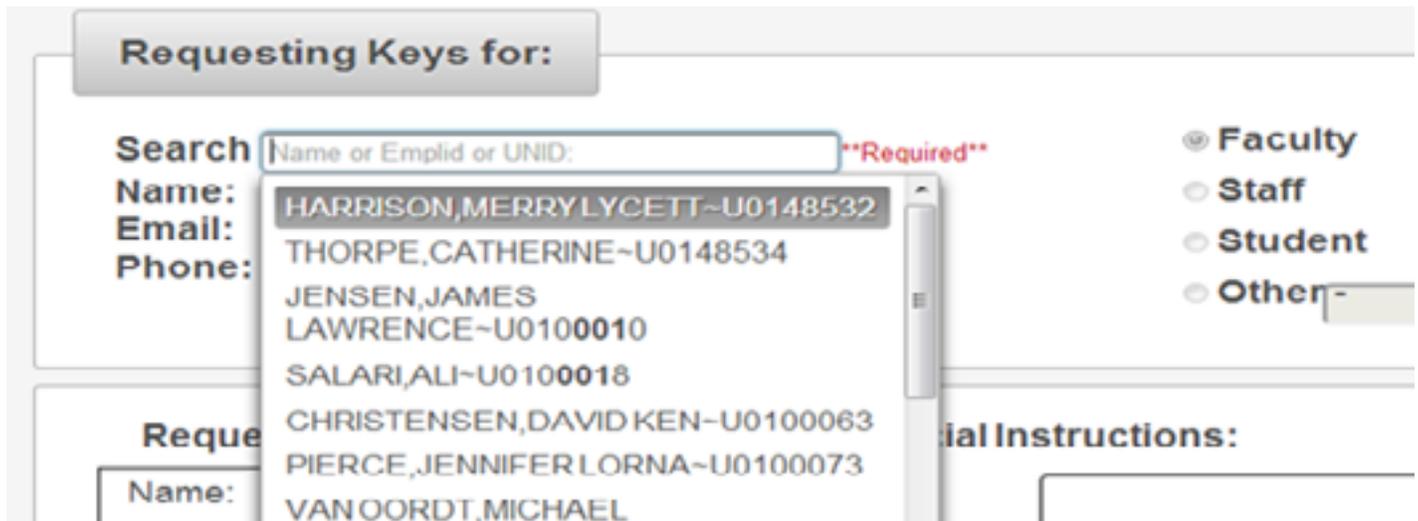


If your screen displays the following message: "You do not have permission to submit a key request at this time. Please fill out the Key Request Authorization form on the Facility Operations website or call 1-8265 to get the necessary authorization." You will need to get the necessary authorization to submit the key requests. The form can be accessed by clicking the red button.

Authorization Form

### Completing the Key Request

1. Once you have received request authorization, click on the 'Key Request' hyper-link on the CIS portal to access the request form.
2. Enter the UNID or last name of the person you are requesting keys for in the Search bar. You may only request keys for individuals who are already entered by University HR.



A screenshot of a web form titled "Requesting Keys for:". The form has a search bar with the placeholder text "Name or Emplid or UNID:" and a red asterisk "\*\*Required\*\*". Below the search bar is a dropdown menu showing a list of names and UNIDs: "HARRISON, MERRYLYCETT-U0148532", "THORPE, CATHERINE-U0148534", "JENSEN, JAMES LAWRENCE-U0100010", "SALARI, ALI-U0100018", "CHRISTENSEN, DAVID KEN-U0100063", "PIERCE, JENNIFER LORNA-U0100073", and "VAN OORDT, MICHAEL". To the right of the search bar are radio buttons for "Faculty", "Staff", "Student", and "Other". Below the search bar are fields for "Name:", "Email:", and "Phone:". At the bottom left, there is a "Request" button and a "Name:" field. At the bottom right, there is a "Special Instructions:" field.

3. Select if the requester is Faculty/Staff/Student/Other
4. Enter the full Org ID into the search bar. The org should match the home org of the requesting person and may not necessarily be the same as your org.

5. Any special instructions should be entered into the Special Instructions frame to the right of the Org Id.
6. Select a building from the drop-down list. Next, select Room # from the drop-down list. If your room is not on the list, choose the 'no room selected' option and enter the room description in the 'Other Info' field. If you are replacing a key that is lost, check the box under Lost.

Bldg # Desc	Facility	Lost	Other Info	+/-
0002-DAYTOP GARDNER HALL	MAIN CAMPUS	<input type="checkbox"/>		<input type="button" value="+"/> <input type="button" value="-"/>
Room # 00154-OFFICE				
0002-VOICE & OPERA CENTER	MAIN CAMPUS	<input checked="" type="checkbox"/>	This key is for a new room	<input type="button" value="+"/> <input type="button" value="-"/>
Room # 00105-MECHANICAL AREA				
Bldg # Desc	Facility	Lost	Other Info	+/-

7. Add another key by selecting the green and white plus icon. Continue to add key locations as needed.
8. If you are paying for the key using a chart-field, select the 'Use Chart-field' option to activate and fill in the necessary fields.

I acknowledge

**I acknowledge that the key requestor understands the conditions of key responsibility outlined in the University of Utah key Policy 3-234 including the following:**

I will not lend this key(s)

I will return this key(s) when my need or employment terminates

I understand violations of any of the above may lead to my suspension or termination from the University

9. Selecting the 'I acknowledge' button binds you to the responsibilities outlined in the University's Key Policy.
10. Submit the request. An email confirmation should be sent shortly after submission.
11. You will be notified once the key request has been processed and is ready for pickup.