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.

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.
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.

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.

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.