



Overview

Western has many locations on campus that require a physical key to access the space. If you are working in an area that requires a manual key, or are a designated approver of key requests for your faculty or department, refer to the appropriate step(s)

5. If this is a request for a replacement of a lost or stolen key follow the steps below, otherwise go to step #6.

Follow the _____ and then;

- o Select 'replacement of lost / stolen key'
- o Indicate the Incident Number provided by Campus Community Police

3. Go to Step #6.

6. Click on the _____ drop down arrow and type the building name into the _____ field.

- Or scroll through the list of buildings to find the one you require


Note The building selected () The en.04 Tf1 0 0 1 100.94 285 R79.235.25 612 792 re4olentherthe28hETO.hB92 reW*na0 1 9H

7. Click the drop down arrow and type the room number in the Search Field.

Or you can also scroll through the list of rooms to find the one you require

8. Add notes for the approver in the section to explain why the request is being made, this will speed-up the approval process



10. Click  button once you have completed the final key request.

Note If your key request is declined, you will receive an email that