HOW TO USE THE SITE?

Log onto: FML.OSU.EDU
Select eKey
Enter your OSU.# and Password
**eKey Request**

1. Request Type
   - Request new office key(s)
   - Request key(s) be added to or removed from a keywatcher
   - Request ring(s) be added to or removed from a keywatcher
   - Request to add or remove access to a keywatcher

2. Requested By
   - **Name**: Jared Last
   - **Email**: hurst54@osu.edu

3. Requested For
   - **Name**: [Blank]
   - **Employee ID**: [Blank]
   - **Business Purpose**: Text area for description (e.g., Key needed for John Doe to access the mechanical spaces in Smith Hall.)
   - **Expiration Date**: [Blank]
   - **Department**: Select
REQUESTING AN OFFICE KEY
1. Request Type

- Request Type
  - Request new office key(s)
  - Request key(s) be added to or removed from a keywatcher
  - Request ring(s) be added to or removed from a keywatcher
  - Request to add or remove access to a keywatcher

2. Requested By

- Name
  - First
  - Last
- Email
  - hurst.jm@osu.edu

3. Requested For

- Name
  - First
  - Last
- Employee ID
- Business Purpose
  - e.g. Key needed for John Doe to access the mechanical spaces in Smith Hall.
- Expiration Date
- Department
  - Select

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request
1. Request Type

*Request Type
- Request new office key(s)
- Request key(s) be added to or removed from a keywatcher
- Request to add or remove access to a keywatcher

- Request for an office

2. Requested By

*Name
- Career Connection
- Center for Student Leadership and Service
- Conference Services
- Counseling and Consultation Service
- Disability Services
- Drake Performance and Event Center
- Multicultural Center
- Off-Campus Student Services
- Office of the Vice President for Student Life
- The Ohio Union and Student Activities
- Parent and Family Services
- Recreational Sports
- Recreational Sports Learning
- Student Advocacy Center
- Student Health Insurance
- Student Health Services
- Student Housing Legal Clinic
- Student Judicial Affairs
- Student Life Development

*Email

3. Requested For

*Name

*Employee ID
- Student Life Facility Management and Logistics

*Business Purpose
- Student Life Fiscal Support Services
- Student Life Human Resources
- Student Life Marketing
- Student Life Orientation
- Student Life Research and Assessment
- Student Life Technology Services
- Student Wellness Center
- University Catering

*Approval Department

3. Request Details

*Key Code

*Building

*Room

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request
2. Requested By

* Name
  - First: Jared
  - Last: Hurst

* Email
  - hurst.64@osu.edu

3. Requested For

* Name
  - First: Jared
  - Last: Hurst

* Employee ID
  - 00098662

* Business Purpose
  - Key needed for Jared Hurst to access his office.

* Approval Department
  - Student Life Facility Management and Logistics

3. Request Details

* Key Code
  - SN03

* Building
  - -- Select --

* Room
  - -- Select --

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request
After all required information has been entered, click "Add".
If you are done ordering keys, Click “Send Request”.

You can add more keys to the same order, by clicking add and entering the same information.

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.
Your request has been received.

You will receive a confirmation via email in a few minutes. You will be notified via email when the request has been processed.
Key/Access Request Confirmation

Key Request(s):

Your request has been received. If your request is for a non-Student Life building, a Key Request form will be filled out and submitted to FOD Lock and Key Services within 2 business days. You will be notified via e-mail once the key has been cut and is ready to be picked up. Requests for keys to Non-Student Life Buildings may take up to 10 business days to complete. A standard request that does not require additional departmental approval will be completed within 7 business days.

All keys not being added to a ring kept in a Keywatcher will be available for pick-up at the 24 Hour service desk, Service2Facilities located in 130 Lincoln Tower. Requestors will be notified via e-mail when their keys are available to be picked up at Service2Facilities. Requestors of keys to be added to a Keywatcher will also be notified via e-mail when the key has been added to the requested ring. If your request is urgent and will be needed before 7 business days from today, please contact Jared Hurst (hurst_64@osu.edu) or at 614-688-4990 to make alternate arrangements.

Keywatcher Access Request:

All requests for access or removal from a Keywatcher will be completed within three business days. The requestor will be notified via e-mail when the addition/ removal is complete. Please notify hurst_64@osu.edu if the user experiences any issues accessing the requested rings after the confirmation has been received. If your request is urgent and will be needed before 3 business days from today, please contact Jared Hurst (hurst_64@osu.edu) or at 614-688-4990 to make alternate arrangements.

Type: Access to a keywatcher
Requester: Jared Hurst (hurst_64@osu.edu)
Name: TEST TES
Employee ID: 00555555
BuckID ISO: 600000000000000000000000
Business Purpose: 5
Approval Department: Student Life Facility Management and Logistics

Details

<table>
<thead>
<tr>
<th>Keywatcher Group</th>
<th>Ring</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royer_NABS</td>
<td>Ring 29 - Barrett N1569</td>
<td>Add</td>
</tr>
</tbody>
</table>
New Key Request

You have received a new Key/Access Request. The details are below. Click the link at the bottom to follow up with this request.

[Approve Request] [Deny Request] [View Request]

Type: Office key(s)
Requester: Jared Hurst (hurst.64@osu.edu)
Name: Jared Hurst
Employee ID: 00098662
BackID ISO:
Business Purpose: Office Key for Jared Hurst to access room 120
Approval Department: Student Life Facility Management and Logistics

Details

Key Code   Building   Room
SN03       LINCOLN HOUSE  120
REQUEST FOR KEYS TO BE ADDED/REMOVED TO/FROM A RING IN A KEYWATCHER
eKey Request

1. Request Type

- Request new office key(s)
- Request key(s) be added to or removed from a keywatcher
- Request ring(s) be added to or removed from a keywatcher
- Request to add or remove access to a keywatcher

2. Requested By

- Name: Jared Hurst
- Email: jhurst@osu.edu

3. Requested For

- Name: [Field for Name]
- Employee ID: [Field for Employee ID]
- Business Purpose: [Field for Business Purpose]

Please review your request, and when ready, click below to submit it for approval. You will receive an email confirmation with further information on specific processing times.

Send Request
1. Request Type

- Request new office key(s)
- Request key(s) be added to or removed from a keywatcher
- Request to add or remove access to a keywatcher

2. Requested By

- **Name**: [First Last]
- **Email**: hurst64@osu.edu

3. Requested For

- **Name**: [First Last]
- **Employee ID**: 00049994
- **Business Purpose**: Key to be added for the production crew to gain access to video equipment storage.
- **Approval Department**: The Ohio Union and Student Activities

4. Request Details

- **Key Code**
- **Keywatcher**
- **Keywatcher Ring**
- **Action**: Add Key

<table>
<thead>
<tr>
<th>Key Code</th>
<th>Keywatcher</th>
<th>Keywatcher Ring</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Select -</td>
<td>- Select -</td>
<td>Add Key</td>
</tr>
</tbody>
</table>
Select the Keywatcher to which the key is being added

Enter the Key Code
1. Request Type

*Request Type
- Request new office key(s)
- Request key(s) be added to or removed from a keywatcher
- Request to add or remove access to a keywatcher

1. Requested By

*Name
Jerad Hurst
First Last

*Email
hurstimeters@osu.edu

1. Requested For

*Name
Eve
First Last

*Employee ID
00044994

*Business Purpose
Key to be added for the production crew to gain access to video equipment storage.

approval Department
The Ohio Union and Student Activities

1. Request Details

<table>
<thead>
<tr>
<th>Key Code</th>
<th>Keywatcher</th>
<th>Keywatcher Ring</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>USLS-3</td>
<td>OhioUnionAdmin</td>
<td>Ring 5 - AM Coord 1880</td>
<td>Add Key</td>
</tr>
</tbody>
</table>
2. Requested By

<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jared</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hurst</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Email: hurst54@osu.edu

3. Requested For

<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Esch</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Employee ID: 00043954

*Business Purpose: Key to be added for the production crew to gain access to video equipment storage.

Example: Key needed for John Doe to access the mechanical spaces in Smith Hall.

3. Request Details

<table>
<thead>
<tr>
<th>Key Code</th>
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<th>Keywatcher Ring</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>USLS-3</td>
<td>OhioUnionAdmin</td>
<td>Ring 5 - AV Coordinator 1863</td>
<td>Add Key</td>
</tr>
</tbody>
</table>

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

[Send Request]
eKey Request

1. Request Type

*Request Type
- Request new office key(s)
- Request key(s) be added to or removed from a keywatcher
- Request ring(s) be added to or removed from a keywatcher
- Request to add or remove access to a keywatcher

2. Requested By

*Name
First: Hurst
Last: 64@osu.edu

3. Requested For

*Name
First:  
Last:  

*Employee ID

*Business Purpose
- e.g. Key needed for John Doe to access the mechanical spaces in Smith Hall.

*Expiration Date

*Department
- Select

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request
Enter Name of Ring

Select Keywatcher the ring should be kept in

Request to add or remove access to a keywatcher

2. Requested By
   * Name: [First Name] [Last Name]
   * Email: [Email Address]

3. Requested For
   * Name: [First Name] [Last Name]
   * Employee ID: [ID Number]
   * Business Purpose: [Purpose]
   * Expiration Date: [Date]
   * Department: [Department]

3. Request Details
   * Ring Name: [Ring Name]

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request
eKey Request

1. Request Type
   - Request new office key(s)
   - Request key(s) be added to or removed from a keywatcher
   - Request ring(s) be added to or removed from a keywatcher
   - Request to add or remove access to a keywatcher

2. Requested By
   - Name: [First Name] [Last Name]
   - Email: [Email Address]

3. Requested For
   - Name: [First Name] [Last Name]
   - Employee ID: [ID Number]
   - Business Purpose: [Purpose of Request]

   e.g. Key needed for John Doe to access the mechanical spaces in Smith Hall.

   - Expiration Date: [Date]
   - Department: [Select Department]

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request
3. Requested For

- Name
  - Given
  - Surname
  - First
  - Last

- Employee ID
  - 88990902

- Business Purpose
  - Access to room needed to access mechanical spaces in Paterson

  e.g. Key needed for John Doe to access the mechanical spaces in Smith Hall.

- Approval Department
  - Student Life Facility Management and Logistics

- Buck ID ISO
  - 00090812345678800

3. Request Details

- Type
  - By Group
  - By Ring

- Keywatcher
  - Select

- Group/Ring
  - Select

- Action
  - Add Access

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request

© 2013, Facility Management and Logistics | 640 Lincoln Tower | 1000 Cannon Drive | Columbus, OH 43210
3. Requested For

* Name
  - Dave Corman

* Employee ID
  - 08000022

* Business Purpose
  - Access to ring needed to access mechanical spaces in Peterson

3. Request Details

* Type
  - By Group

* Group/Ring
  - Select

* Group/Ring
  - Action
    - Add Access

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request
3. Requested For

- Name: Dave Coon
  - First: Dave
  - Last: Coon

- Employee ID: 86930022

- Business Purpose: Access to ring needed to access mechanical spaces in Paterson

- Approval Department: Student Life Facility Management and Logistics

- Buck ID ISO: 86930022

3. Request Details

- Type: 
  - By Group
  - By Ring

- Keywatcher: Paterson, SABS

- Action: Add Access

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request
3. Requested For

**Name**
Dave
Confmen

**Employee ID**
88930922

**Business Purpose**
Access to room needed to access mechanical spaces in Paterson

- e.g. Key needed for John Doe to access mechanical spaces in Smith Hall.

**Approval Department**
Student Life Facility Management and Logistics

**BUCK-ID**
6803091231687890000

3. Request Details

<table>
<thead>
<tr>
<th>Type</th>
<th>Keywatcher</th>
<th>Group/Ring</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Group</td>
<td>Paterson, SABS</td>
<td>Ring 7: PATERSON S0230</td>
<td>Add Access</td>
</tr>
</tbody>
</table>

Please review your request, and when ready, click below to submit it for approval. You will receive an e-mail confirmation with further information on specific processing times.

Send Request
2. Requested By

* Name
  - First: Jared
  - Last: Hurst

* Email
  - hurst64@osu.edu

3. Requested For

* Name
  - First: Dave
  - Last: Corman

* Employee ID
  - 88900922

* Business Purpose
  - Access to ring needed to access mechanical spaces in Paterson.
  - e.g. Key needed for John Doe to access the mechanical spaces in Smith Hall.

* Approval Department
  - Student Life Facility Management and Logistics

4. Request Details

* Type
  - By Group

* Key Watcher
  - Select

* Group/Ring
  - Paterson_SABS

Action
  - Add Access

Please review your request, and when ready, click below to submit it for approval. You will receive an email confirmation with further information on specific processing times.

Send Request
SITE DEVELOPMENT

• How long have we been doing this?
  • From initial concept to launch – 15 months
  • BETA Site Testing began April 16, 2011 with 31 End-Users (Area Maintenance Managers, URDS, Office Assistants and Ohio Union Staff).

• Why are we doing this?
  • Provide enhanced accountability and documentation to requests for Keys and Access
  • Produce metrics for processing times and lead time tracking
  • You, the end user, asked for a better way!
QUESTIONS?

CONTACT – STACEY RENKER; RENKER.5@OSU.EDU