Submitting eKey Requests (Building Access)

Website: [http://go.osu.edu/ekey](http://go.osu.edu/ekey)

What You’ll Need:

- Individual’s Name.# or Employee ID

Building Access

1. Section 1: Check the box under “Access” that says “Building: add or remove access”

   1. Request Type

   "Request Type

   Keys:
   - Office Key(s)
   - Keywatcher: add or remove key[s] from ring(s)
   - Keywatcher: add or remove ring(s)

   Access:
   - Keywatcher: add or remove access
   - Building: add or remove access
   - Latin: add or remove access
   - Public Safety: add or remove access
   - Contractor ID

2. Section 2: The system should autofill the requestor’s first and last name and email address.

3. Section 3: Type the name.# or Employee ID of the person you are requesting access for and click search. Verify that the search result is the correct first and last name, employee ID, and name.#. Be sure to fill out the following
   a. Business Purpose
   b. Full time employee
   c. Expiration date
   d. Department requesting access

4. Section 4: Complete all of the following, see screenshot below for example of access to CPK
   a. Select the building for which access is needed
   b. Enter the location of the card reader
   c. Select “Add” or “Remove” depending upon the request
   d. Enter the Start and End date for access
   e. Select the days of the week on which the individual will need access
   f. Enter the Start and End time for access
   g. Click “Add”
Before Clicking “Add,” this is what you will see.

### 4. Request(s)

Select a request to modify:
- Building: add or remove access

Request to have building access added or removed.

<table>
<thead>
<tr>
<th>Building</th>
<th>Card Reader(s)</th>
<th>Action</th>
<th>Start Date - End Date</th>
<th>Days of Week</th>
<th>Start Time - End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenny Road Commissary</td>
<td>Front Door</td>
<td>Add</td>
<td>04/16/2018</td>
<td>Su M T W F</td>
<td>6:00 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remove</td>
<td>01/01/2020</td>
<td></td>
<td>Start</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10:00 PM</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.

After Clicking “Add,” you should see this.

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If you do not click “add,” Risk & Emergency Management cannot process your request.

5. Click “Send Request”. The request will be processed by Risk & Emergency Management within 3 to 5 business days.