Submitting eKey Requests (Keywatcher Access)

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

What You’ll Need:

- Individual’s Name.# or Employee ID

Keywatcher Access

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

**1. Request Type**

*Request Type

- 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
- Lenel: add or remove access
- Public Safety: add or remove access
- Contractor or Vendor 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 for access
   d. Department requesting access

4. Section 4: Complete all of the following, see screenshot below for example of an RA in Raney
   a. Select the name of the Keywatcher that the individuals needs access to
   b. Select the group the individual needs access to from the dropdown menu.
   c. Select “Add Access” or “Remove Access” depending on the request you are submitting.
   d. Click “Add.”
Before Clicking “Add,” this is what you will see.

4. Request(s)

When selecting multiple request types, please use drop down list below to enter the required information for each request type that you selected.

Select a request to modify:

- Keywatcher: add or remove access

Request to have an employee added to a Keywatcher(s) and the rings within each Keywatcher:

<table>
<thead>
<tr>
<th>*Type</th>
<th>*Keywatcher</th>
<th>*Group/Ring</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Raney</td>
<td>Group 4 - OARA</td>
<td>Add Access</td>
</tr>
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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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<td>By Ring</td>
<td>-- Select --</td>
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If you do not click “add,” Risk & Emergency Management cannot process your request.

e. Repeat for any additional Keywatchers or groups that the individual needs access to

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