Submitting eKey Requests (KW Ring Edits)

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

What You’ll Need:

- Individual’s Name.# or Employee ID

Adding/Removing Rings in the Keywatcher

1. Section 1: Check the box under “Keys” that says “Keywatcher: add or remove ring(s)”

   **1. Request Type**

   *Request Type

   **Keys:**
   - [ ] Office Key(s)
   - [ ] Keywatcher: add or remove key(s) from ring(s)
   - [x] 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 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. This can be your information if you are the one requesting that the ring be added or removed. 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 an example
   a. Select “Add Ring” or “Remove Ring” depending upon the request
   b. Select the Keywatcher
   c. Enter the name of the key ring
   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:

Request for a new ring to be added to an existing keywatcher that needs to be made and placed in the Keywatcher.

<table>
<thead>
<tr>
<th>Action</th>
<th>*Keywatcher</th>
<th>*Ring Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Ring</td>
<td>Blackburn</td>
<td>MaintBackUp</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

After 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:

Request for a new ring to be added to an existing keywatcher that needs to be made and placed in the Keywatcher.

<table>
<thead>
<tr>
<th>Action</th>
<th>*Keywatcher</th>
<th>*Ring Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Ring</td>
<td>-- Select --</td>
<td>Add Ring</td>
</tr>
</tbody>
</table>

1. MaintBackUp Blackburn

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

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.