Submitting eKey Requests (Multiple Types)

Website: http://go.osu.edu/ekey

What You’ll Need:

- Individual’s Name.# or Employee ID

Additional Instructions for Multiple Access Requests

1. Section 1: Check the boxes under “Keys” and/or “Access” that include what you are requesting access to. The example below is for a request for Keywatcher, Building, and Lenel 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:
   - [x] Keywatcher: add or remove access
   - [x] Building: add or remove access
   - [x] 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. 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:
   a. Follow the procedure outlined above for completing the required information for each one of the request types that you are submitting
   b. **Do not forget to click “Add”**
   c. Use the drop down menu to select the other request type(s) you are submitting and complete the required information for that request type
i. Information must be entered for each request individually, otherwise the requests cannot be processed by Risk & Emergency Management
d. Repeat Step C for additional request types
e. For example, if you are requesting Keywatcher and Building Access:
   i. Complete the information for Keywatcher Access
   ii. **Click “Add”**
   iii. Use the drop down to select “Building: add or remove access”
   iv. Complete the information for Building Access
   v. **Click “Add”**

   **If you do not click “Add” on each request type, Risk & Emergency Management cannot process your request**

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