Submitting eKey Requests (Office Key)

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

What You’ll Need:

- Individual’s Name.# or Employee ID

Office Key

1. Section 1: Check the box under “Keys” that says “Office Key(s)”

   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
      - LENET: 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: Complete all of the following, see screenshot below for an example
   e. Key Code
   f. Building
   g. Room number
   h. 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:
Office Key(s)

Request for an office key or keys to be added to an existing ring:

<table>
<thead>
<tr>
<th>*Key Code</th>
<th>*Building</th>
<th>*Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLR3</td>
<td>LINCOLN HOUSE</td>
<td>(Other/Not Listed...)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>220F</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,” you should see this.

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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:
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<table>
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<th>*Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LLR3</td>
<td>-- Select --</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

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