



Elon University Facilities
Management Guide for:

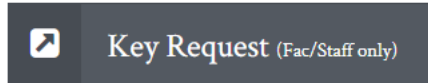
Submitting a
Key Request
(Faculty & Staff
only)

All Fac/Staff **key request** should be submitted thru FIXit, **student key requests need to be submitted thru their area office.**

The person who is responsible for the key (ie: Key Holder) is the one that needs to be requesting the key. Please do not request keys for another Faculty or Staff member, as you are agreeing to be responsible for the key including all financial responsibilities should the key be lost and building areas have to be rekeyed.

All non-door key or broken door key request should be submitted via a regular FixIt request.

Select



If this is your first time requesting a key, you will need to give permission to access your information, when the following screen appears, please click Allow

Almost there ...

Key Request needs your permission to use the following. Please allow the permissions to proceed.



Office 365 Outlook
wfogleman2@elon.edu
Signed in [View permissions](#)

[Switch account](#)

Allow

Don't Allow

Next, you will use click on the following:

Submit a Fac/Staff Key Request

You will be taken to the Key Holder Agreement, please read the agreement carefully, once you click "I agree to the above terms", this is your electronic signature for agreement to the terms.

- Key Holder will already be filled in for you as you have logged-in as yourself and signed the Agreement
- Fill in your phone number and list all Building/s, Room Number/s or describe the key

- Select Key Type, Standard (office door, closet door, etc.) or Master and Above (building master, suite master)
 - If you pick **Standard Key Type**, the approval routing will only be to your direct Supervisor
 - Key Class
 - New Key
 - Lost or Stolen, if this option is selected, you will need to provide a budget code in the next box to charge for any cost incurred for replacing the key (ie: rekey of building, suite, etc.)
 - Supervisor or Chair
 - Simply type the name you are looking for, once the name is located in the directory, select the name
 - Comments
 - Provide us with any comments you fill we need to know
 - If you pick **Master and Above**, the approval routing will be to your direct Supervisor; as well as, your Dean and or VP of your department
 - Key Class
 - New Key
 - Lost or Stolen, if this option is selected, you will need to provide a budget code in the next box to charge for any cost incurred for replacing the key (ie: rekey of building, suite, etc.)
 - Supervisor or Chair
 - Simply type the name you are looking for, once the name is located in the directory, select the name (If the Key Holder reports directly to a VP, enter the Key Holder as the “Supervisor or Chair” for the first approval, then accept approval email that will follow once request is submitted)
 - Dean or Director
 - Simply type the name you are looking for, once the name is located in the directory, select the name
 - Comments
 - Provide us with any comments you fill we need to know

You will receive an email for the submission, you will also receive an email when your key is ready for pick up stating that “If you have requested a key it is ready for pick up”.

You must come to the Facilities Management department at the Dickson Building (803 W. Haggard) to pick up and sign for your key.