

Handy hints for requesting keys and access

- Key requests should **go through the Departmental Key Controller (DKC)**. Each of the departments have identified one or more people to manage their keys.
- All keys issued to an individual means **that person's W# and position has to be in Banner**. If an employee has not submitted their paperwork, we can't issue the key.
 - **A good way to avoid this** is to request the key(s) really early and ask them to be issued to the department.
 - Then, when the individual joins, just transfer the keys to the individuals, using the ReADY portal.
- **If you have been assigned a space that was owned by another department**, get a hold of that department and see if they still have the keys. This avoids having to make new keys. Just let FM know through ReADY who the keys are coming from and who they are going to.
- **Make sure your Area Access Manager and your Financial Authorizer has logged into ReADY**. If they aren't, your key request will be delayed. This may seem like extra steps, but it is all about improving our security on campus. Guides can be found on [FM's website](#).
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- **If individuals are swapping offices in your department**, just let FM know through ReADY who has the keys now and who they are being given to. Same is true if you are just storing keys temporarily in a department.

ReADY asks you if you want a Department Check Out Key or a Take Home Key. **What's the difference?**

A **Check Out Key** is a key or electronic credential temporarily issued to students or staff for after-hours access to labs, classrooms, and other academic spaces.

A **Take Home Key** is a key or electronic credential issued to an authorized user which is intended or permitted to be taken off campus at any time.