

Requesting Keys and Card Access Form: Quick Start Guide

1. Visit <https://ww1.odu.edu/facilities/services/keys> , and select “To Offices”

The screenshot shows the ODU Facilities Management website. The main heading is "Requesting Keys and Card Access". Below it, there are three buttons: "To Offices", "To Classrooms", and "To Residences". The "To Offices" button is circled in red, and a red arrow points to it from the left. The "To Offices" button text reads: "For our online form to request access to office spaces on campus".

2. Log in with your ODU Midas login and password,
3. From the “Requester Type” drop down select:
 - a. “Self” if you are filling this form out for yourself,
 - b. “Supervisor” if you are filling this out for your employee,
 - c. “Sponsor” if you are filling this out for someone who does not have an ODU Web Time Entry approver/supervisor, such as for students, guest, vendors, and contractors, and for bulk actions.

The screenshot shows the "Key Request" form. The form has a header with the ODU logo and the text "OLD DOMINION UNIVERSITY". Below the header, there is a section titled "Key Request" with a warning: "Only one door key per request will be processed due to current program configuration. Keys listed in the comments field will not be processed." and instructions: "Please email Facilities Management at keys@odu.edu for assistance in requesting keys for grad students and adjunct faculty." Below this is a "Request Details" section with a "Request Number" field. The "Requestor Type" dropdown menu is highlighted with a red circle, and a red arrow points to it from the left. The dropdown menu is open, showing the options: "Self", "Supervisor", and "Sponsor".

4. From the “Select Key Type” drop down select:
 - a. “Building Master” if your roles and responsibilities here at ODU requires access to buildings and office spaces within those buildings,
 - b. “Individual Room” if you need general access to a single door or localized access group/suite.

Key Request Created at Mar 7, 2024 · 8:20 AM DRAFT Discard Save Submit X

Request Number
U27g0vvp05yWJoBA

Requestor Type *
Self

Select Key type *
...
...
Building Master
Individual Room

Building Name *
[Empty]

Additional Comments *

5. Next, fill out the “Building Name”, “Room Number”, and the form will auto populate with the “Electronic Access” status and employee and supervisor contact information.
6. Please enter in any notes, comments, or specialized needs in the “Additional Comments” section
7. Then select “Submit” and the request will be forwarded to your Banner Web Time Entry Approver/supervisor for authorization and processing.

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Request Number
SIA9em0ptUg6cGA2

Requestor Type *
Self

Select Key type *
Individual Room

Building Name *
Engineering & Computational Scienc...

Room Number *
4100

Electronic Access?
Yes

Additional Comments *
(Enter any notes, comments, or specialized needs here)

NOTE: For key requests for Oceanography note whether key is for the "Oceanography" side or the "Physical Sciences" side; when selecting Library state "Student Success" or "Library"; or for Student Rec, please specify "SRC" or "Pool Annex."

Employee Information - Self

Employee

MIDAS ID *	Employee Budget Code
mramlatc	1CC01

For the “Supervisor” Requester Type

7b. When selecting the “Supervisor” Requester Type, enter in the employee’s UIN or Midas ID, and the system will auto populate the employee and your supervisor information.

Key Request Created at Mar 7, 2024 · 8:20 AM DRAFT Discard Save Submit

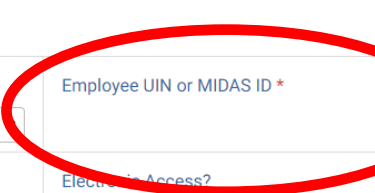
Please email Facilities Management at keys@odu.edu for assistance in requesting keys for grad students and adjunct faculty.

Request Details

Request Number
yqdNO7L3N9XwalT4

Requestor Type * Supervisor	Select Key type * Individual Room	Employee UIN or MIDAS ID *
Building Name * Engineering & Computational Scienc...	Room Number * 4100	Electronic Access? Yes

Additional Comments *
(Enter any notes, comments, or specialized needs here)



7c. Then select “Submit” and the request will be forwarded to your Banner Web Time Entry Approver/supervisor for authorization and processing.

Key Request Created at Mar 7, 2024 · 8:20 AM DRAFT Discard Save Submit

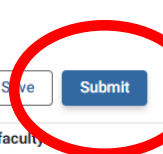
Please email Facilities Management at keys@odu.edu for assistance in requesting keys for grad students and adjunct faculty.

Request Details

Request Number
yqdNO7L3N9XwalT4

Requestor Type * Supervisor	Select Key type * Individual Room	Employee UIN or MIDAS ID *
Building Name * Engineering & Computational Scienc...	Room Number * 4100	Electronic Access? Yes

Additional Comments *
(Enter any notes, comments, or specialized needs here)

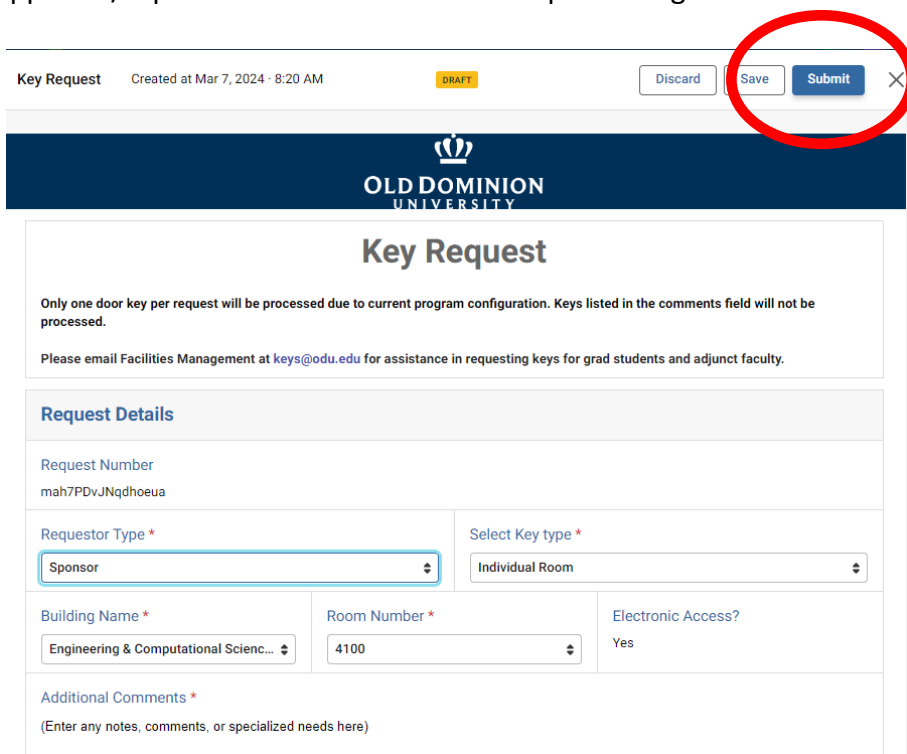


For the "Sponsor" Requester Type


7d. When selecting the "Sponsor" Requester Type, please also enter in the needed information for the Access Holder,

Requestor Type *		Select Key type *	
Sponsor		Individual Room	
Building Name *	Room Number *	Electronic Access?	
Engineering & Computational ...	4100	Yes	
Additional Comments *			
(additional comments to help describe the access need)			
NOTE: For key requests for Oceanography, note whether key is for the "Oceanography" side or the "Physical Sciences" side; when selecting Library, state "Student Success" or "Library"; or for Student Center, please specify "SRC" or "Pool Annex."			
Access holder's First Name *	Access holder's Last Name *	Access holder's Email *	Access holder's Phone number
John	Smith	jsmith@vendor.com	757-331-3914
Company *	Areas of access needed *	Why access needed *	Access expiration
Norfolk Network Services	IRP2 suite 310 network closet	ITS needs them to service the EAC control system	April 26, 2024 X
	Please upload an attachment with list of users (If Applicable)		
	Newly added locations.xlsx (25.7 kB) Delete	(file attachment option for bulk actions).	(please note, the Access Expiration date can only be a maximum of one year from the request date and can be renewed by the Sponsor during our annual audit).
UIN/ Card ID *			
12345678			
(to adjust access to an existing card).			

7f. Then select “Submit” and the request will be forwarded to your Banner Web Time Entry Approver/supervisor for authorization and processing.



Key Request Created at Mar 7, 2024 · 8:20 AM DRAFT Discard Save Submit ✕


OLD DOMINION
UNIVERSITY

Key Request

Only one door key per request will be processed due to current program configuration. Keys listed in the comments field will not be processed.

Please email Facilities Management at keys@odu.edu for assistance in requesting keys for grad students and adjunct faculty.

Request Details

Request Number
mah7PDvJNqdhoewa

Requestor Type * Select Key type *

Sponsor Individual Room

Building Name * Room Number * Electronic Access?

Engineering & Computational Scienc... 4100 Yes

Additional Comments *
(Enter any notes, comments, or specialized needs here)

For help and assistance please contact us at 757-683-3192 or dooraccess@odu.edu