# Key/Access Control Form Process

To submit a physical Key or Access Control request please use the Access Card and Key Request Form. You can find this form after logging into iShop under Other Forms Showcased Services. The Work Order Request Form will no longer be used to submit Key/Access Control Requests. Please reference *UTRGV HOP section ADM 10-08 D3, 4* for employee separation and replacement of lost/stolen keys process.

Other Forms Showcased Services

Access Card and Key Request Form ✔

Work Order Request ✗
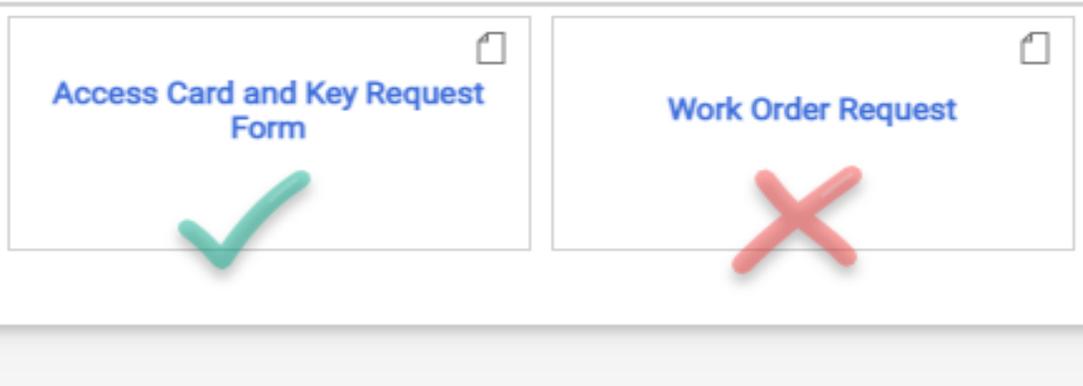
Read instructions carefully and be sure to have all the required information necessary prior to submitting your request for Access Control and/or Key Requests. If all the required information is available click next.

Instructions   Request Actions ▾ | History | ?

1. Need to include full name of the employee

2. Need to include employee number (EID#)

3. Need to provide Building Name and Room Number of Key being requested

4. The Employee who is requesting the key must be populated in the "Prepared For field" under General tab of the Requisiti

Next ›

Select UTRGV Central Scheduling as the Supplier, then click Next

Scroll down to the Selection Type and Select the option that best suits your request. Access Card Requests include, FOBs, Proximity Cards and Swipe Access. Key Requests are for physical key requests only. If both are needed select Access Card and Key Request.

Utilize the drop down arrow to select location of service. Location of Service will send to appropriate Facilities Office for processing. Ensure correct location has been selected to avoid delays

Select whether your request is for a Restricted Lab Space. If you are not sure click the question mark on the top right had corner for a list of Restricted Labs. If your area is listed select Yes, if it is not, select No.

Will Request be in Restricted Lab Space? * ⊚

○ Yes   ● No

*Restricted space: Animal rooms (Vivarium), rooms with laser or x-ray equipment or radiological, biological or chemical agents.

*Training required prior to issuance of Key and Access Card.

*List of Buildings with Vlivariums, Restricted Labs or Clinical Lab -
ESCNE,EREBL,EBNSB,MBMRF,BLHSB,BBHR,EENGR,EACSB,EAFC-Rio Grande Center for Manufacturing,
EPOB13,SCOSL,PMARO,PPOB1,PPOB2,PPOB3,PPOB4,BSTAR,BSETB,BMSLC,BLCBR,EHABW,WR CIC,WOSMC,HSSSC,HSWSC,HCEBL,HACRB,BBCLC,ESCAR,EMSPC,EMEBL,EJAPC,ESTHC,ERHCP, EPDSC

Complete the Requested by Information. This information is used if questions arise regarding request and is used as a secondary contact when keys ready for pick up.

˅ Requested by Information

Contact Name *

Lisa Jones

Contact Phone Number *

665-1234

Contact Email Address *

your.email@utrgv.edu

Department *

Campus Facilities Operations

Enter the name of the Employee requesting Access Card/Keys. Please note: Physical keys may only be issued to FULL-TIME Employees and must have an Employee ID. *UTRGV HOP section ADM 10-108, Subsection D1-C*. Save Progress, then select Next.

Employee Requesting Access Card /Key

Employee Full Name *

John Garcia

Employee ID *

600123456

‹ Previous   Save Progress   Next ›

Enter the name of the Building(s) that apply for Access Control/Key requests. Click the question mark on the top right corner for a list of buildings if you need assistance. Complete the remaining fields as shown, Save Progress, the click Next.

Building Name: (List All Building Name Requested) *

UTRGV Building Listing

EACSB
ELIBR
ECESS

1981 characters remaining

Room Number: (List All Room Numbers Requested) *

EACSB 1.115
ELIBR 1.245
ECESS 1.123

1963 characters remaining

Key List and Quantity *

EACSB 1.115 - 2
ELIBR 1.245 - 1
ECESS 1.123 - 2

1951 characters remaining

Additional Information (If Any)

‹ Previous   Save Progress   Next ›

If all information is complete, click Add and go to Cart.

Enter Commodity Code: Search for Keys in the Description Contains Box, hit enter and select Keys. You may use Keys for Access Control Requests as well. Once populated select Proceed to Checkout on the top right corner. You will then be directed to the Requisition page.

At the top left corner locate the General section of the requisition, Click the pencil to include the name of the person receiving Keys.

This next section is very important. You will need to include the name the of the FULL-TIME employee under the Prepared for field. Use the search button to locate the name of the employee. Select the name once located. This will send the requisition to Mr. Garcia's Supervisor for approval once requisition is complete. If the employee is a new hire, he/she will need to log into iShop and create their profile before a request is submitted. If the name does not match the Key Request information on the Access/Key Request form, the requisition will be returned with instructions on how to proceed, see example on the next page. If name has been located and selected, Click Save.

The General Section should look as shown below. If you notice the information under the Employee Requesting Access Card/Keys matches the name under the Prepared for field.

General	✏ ⋯
Cart Name	2018-08-02 6001137474 01
Description	Key Request for Suzanne
Prepared by	Ms. Suzanne M Olague
Prepared for	Mr. John Nathaniel Garcia
Purchasing Business Unit	UTRGV UTRGV
Blanket Order	✕
Method of Procurement	no value
Justification Method	no value

⌄ **Employee Requesting Access Card /Key**

Employee Full Name ★

John Garcia

Employee ID ★

600123456

General	✏ ⋯
Cart Name	2018-08-02 6001137474 01
Description	Key Request for Suzanne
Prepared by	Ms. Suzanne M Olague
Prepared for	Ms. Suzanne M Olague
Purchasing Business Unit	UTRGV UTRGV
Department	Campus Facilities Operations (Campus Facilities Operations)
Blanket Order	✕
Method of Procurement	no value
Justification Method	no value

⌄ **Employee Requesting Access Card /Key**

Employee Full Name ★

John Garcia

Employee ID ★

600123456

Enter department Speed Chart, for Account please use either 63801-Maint Repair Buildings or 63204-Hardware and Material. After you have reviewed your requisition, you are ready to either Assign Cart or Place Order depending on the responsibilities assigned to you. Your requisition is now on its way through the work flow for approvals.

Accounting Codes ✏ ⋯ ⌄

Speed Chart	Account	Department	Cost Center	Project-Activity	TIBH	Will confidential/HIPPA/FERPA data be exchanged with Supplier?	Profile ID
31050059 DES-Procurement	67606 Fee Others	208040 Procurement Office	31050059 DES-Procurement	no value	N/A Not Applicable	N/A Not Applicable	no value