Key Admin Portal Help Guide

Login

- Use your Net ID to log in to the portal site:
  
  https://fpm-www3.fpm.wisc.edu/keyadminportal/

- This will take you to the Key Request page.
Key Request

- Requests for building master, grand master and great-grand master keys need to be submitted by Deans and Directors or their delegates and need to be approved before the keys can be picked up.
- If you are not authorized, you will not be able to select a key type on the request form. If you believe you should be authorized, click the contact us link in the footer of the page.

Request Steps

1. The details regarding who is making the request will already be filled in.

   Name: ROBERT G BURROW  Campus ID: 0034534210
   Department: NCAEM/BUDGET PLANNING & ANALYSIS  UDDS: 202621
   Office Phone: (608)264-9118  Email: BURROW@AIMS.WIS.CEDU
   Request Submitted By: ROBERT G BURROW  Office Phone: (608)264-9118  Email: BURROW@AIMS.WIS.CEDU

2. The requestor needs to supply the key type, the building, a cost center and the employee who needs the key.

   *Cost Center: 12345
   *Select Building: WARF Office Building
   *Select Key Type: Great Grand Master
   *Quantity: 1
   *Key is For: ERIN ELLIS  Select Different Person

3. Optionally, additional information/instructions may be entered, such as priority of the request, before submitting.

   Additional Comments: 

Submit Request

- To select the person who will receive the key, type the name in the text boxes and click Search, then select from the Possible Matches list and confirm the correct person was selected. Click on the Select Person button.

   *Key is For: ERIN ELLIS

   Full/Partial Last Name: ELLIS
   Full/Partial First Name: E

   Search  Cancel

   Possible Matches: Individual Detail:
   ELLIS, ELLIS, ELLIS, ELLIS, ELLIS, ELLIS, ELLIS
   Name: ERIN ELLIS
   Email: ELLIS@AIMS.WIS.CEDU
   Address: 610 WALNUT ST
   825 WARP OFFICE BLDG
   MADISON, WI 53726-2356
   Phone: 6082649119

   Select Person  Cancel
• Key requests or assignments will display for a person already known to the system. This is for your information only.

*Key is for **ERIN E ELLIS**  **Select Different Person**

### Keys assigned or requested for the selected person

<table>
<thead>
<tr>
<th>Key For</th>
<th>Building Number</th>
<th>Building Name</th>
<th>Key Type</th>
<th>Key System</th>
<th>Status</th>
<th>Requested Date</th>
<th>Approval Date</th>
<th>Requested Date</th>
</tr>
</thead>
</table>

• If you are a delegate for a Dean or Director, you will see that you do not have rights to select a key type, but you will also see a list of people that you are a delegate for. Select the requestor you wish to make a key request on behalf of in order to select a key type - click the Select link next to the name of the Dean or Director.

**If you are acting as a delegate**, you will see a list of people that you are a delegate for. If you would like to make a key request on behalf of a select person, click the Select link next to that person's name.
Manage Delegates
• Deans and Directors may want to designate another person to make key requests on their behalf. The selected delegate will need to be approved before making key requests.
• On the bottom of the Key Request screen, click the button that says Manage Delegates. This will take you to the Delegate screen.

• Select Add Delegate from the drop down list. Then type in the name of the person in the textbox. Click Search. Select the person from the Possible Matches list on the left. Confirm it is the correct person and click Add Delegate. This will send an email for approval for this delegate.

• Only Approved status delegates will be allowed to make key requests.

<table>
<thead>
<tr>
<th>Delegate Name</th>
<th>Date Requested</th>
<th>Date Approved</th>
<th>Date Denied</th>
<th>Denied Reason</th>
<th>Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERIN ELLIS</td>
<td>11/23/2010</td>
<td></td>
<td></td>
<td></td>
<td>New Request</td>
<td></td>
</tr>
</tbody>
</table>
View Key Requests

- To view the status of key requests that have been made by you, for you or on your behalf, click the View My Requests button on the Key Request page. Status and important dates will be shown for each request.

<table>
<thead>
<tr>
<th>Request Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key For</td>
</tr>
<tr>
<td>ERIN E ELLIS</td>
</tr>
<tr>
<td>KURT BOTO</td>
</tr>
</tbody>
</table>

Create New Request

- To view additional details for a single request, click the Pencil icon to the left of the request.

View Request

Key Request
Request Date: 09/17/2010
Requester:
- Name: ROBERT G BURROW
- Department: WC ADMIN/BUDGET, PLANNING & ANALYSIS UDDS
- Office Phone: 608/636-5418
- Email: BBURROW@ALMS.WISC.EDU
- Request Submitted By: ERIN E ELLIS
Cost Center: 123456
Building: 0039 WARP Office Building
Key Type: Master
Quantity: 1
Key Stamp:
Key Requested For: ERIN E ELLIS
Comments:
Status: Key Cut
Approval Date: 09/17/2010
Denied Date:
Denied Reason:

View My Requests

- Key requests may have the following statuses:
  - New Request - Request has been submitted but no decision has been made
  - Approved - Request is approved but the key is not ready yet
  - Denied - Request was denied (the reason will stated)
  - Researching - Only if extra time is needed to make a decision
  - Assigned - Person has picked up the key
  - Returned - Person no longer has the key they once had
  - Key Cut - Lock shop has key ready