

Key Admin Portal Help Guide

Login

- Use your Net ID to log in to the portal site:

<https://fpm-www3.fpm.wisc.edu/keyadminportal/>

The screenshot shows the login page of the Key Administration Portal. At the top, there is a red header bar with the University of Wisconsin-Madison logo on the left, the text "THE UNIVERSITY OF WISCONSIN-MADISON" in the center, and navigation links "UW HOME", "MY UW", and "UW SEARCH" on the right. Below the header, a dark grey bar contains the text "Home" and "Login Wednesday, November 17, 2010". The main content area is titled "User Log In" and contains a login form. The form has two input fields: "Net ID:" and "Password:". The "Net ID:" field has a placeholder text "Example NetID (for UW only): bbadger" and a link "Activate your NetID". The "Password:" field has a placeholder text "Forget your NetID or password?" and a link "Reset your Password". Below the password field is a red "Login" button. At the bottom of the page, there is a black footer bar with the text "©2010 University of Wisconsin - Administrative Information Management Services" and "If you have feedback, questions or problems accessing this page, Contact Us."

- This will take you to the Key Request page.

The screenshot shows the "Request Key" page of the Key Administration Portal. At the top, there is a red header bar with the University of Wisconsin-Madison logo on the left, the text "THE UNIVERSITY OF WISCONSIN-MADISON" in the center, and navigation links "UW HOME" and "MY UW" on the right. Below the header, a dark grey bar contains the text "Home > Key Request" and "Logout ROBERT G BURROW Wednesday, November 17, 2010". The main content area is titled "Request Key" and contains a "New Key Request" form. The form has a "Date Requested:" field with the value "11/17/2010". Below this is a section titled "This Key Request is from:" which contains a table with the following information: Name: ROBERT G BURROW, Campus ID: 80286349710, Department: MC ADMIN/BUDGET, PLANNING & ANALYSIS, UDDS: A020821, Office Phone: 6082653418, Email: BBURROW@AIMS.WISC.EDU, Request Submitted By: ROBERT G BURROW, Office Phone: 6082653418, and Email: BBURROW@AIMS.WISC.EDU. Below this table are fields for "*Cost Center:", "*Select Building:", "*Select Key Type:", and "*Key is For:". There is also a "Key Assignee" section with a text input field for the last name and a "Search" button. At the bottom of the form is an "Additional Comments:" field. Below the form are two buttons: "Submit Request" and "Manage Delegates". At the bottom of the page, there is a black footer bar with the text "©2010 University of Wisconsin - Administrative Information Management Services" and "If you have feedback, questions or problems accessing this page, Contact Us."

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: | 90286349710 |
| Department: | VCADMIN/BUDGET, PLANNING & ANALYSIS | UDDS: | A020821 |
| Office Phone: | 6082653418 | Email: | BBURROW@AIMS.WISC.EDU |
| Request Submitted By: ROBERT G BURROW | | Office Phone: | 6082653418 |
| | | Email: | BBURROW@AIMS.WISC.EDU |

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 St |
| *Key is For: | ERIN E 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:



| | |
|--|--|
| Key Assignee | |
| Please enter the last name of the person you are searching for. You may also add a full or partial first name. | |
| Full/Partial Last Name: | ellis |
| Full/Partial First Name: | e |
| Search | Cancel |
| Possible Matches: Individual Detail: | |
| ELIZABETH ELLIS | Name: ERIN ELLIS |
| ERIC ELLIS | Email: EELLIS@AIMS.WISC.EDU |
| ERIC ELLIS | Address: 610 WALNUT ST |
| ERIC ELLIS | 856 WARF OFFICE BLDG |
| ERIN ELLIS | MADISON, WI 53726-2336 |
| ERIN ELLIS | Phone: 6088901919 |
| | 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

| 1 | | | | | | | | |
|--------------|-----------------|---------------|--------------|------------|-------------|---------------|---------------|----------------|
| Key For | Building Number | Building Name | Key Type | Key System | Status | Received Date | Approval Date | Requested Date |
| ERIN E ELLIS | 0050 | Bascom Hall | Grand Master | | New Request | | | 9/17/2010 |
| ERIN E ELLIS | 0050 | Bascom Hall | Grand Master | | Assigned | 9/17/2010 | 9/17/2010 | 9/17/2010 |
| ERIN E ELLIS | 0050 | Bascom Hall | Master | | Returned | 9/17/2010 | 9/17/2010 | 9/17/2010 |

- 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.

This Key Request is from:

Name: ROBERT G BURROW
Campus ID: 90286349710

Department: VC ADMIN/BUDGET, PLANNING & ANALYSIS
UDDS: A020821

Office Phone: 6082653418
Email: BBURROW@AIMS.WISC.EDU

Reset

You are an authorized delegate for the people listed.
Select the person making this key request, if you are making a request for someone else.

| | Name | OfficePhone | Email |
|--------|-----------------|-------------|-----------------------|
| Select | ROBERT G BURROW | 6082653418 | BBURROW@AIMS.WISC.EDU |

Request Submitted By: SHARLENE J HEACOX
Office Phone: 6082655469
Email: SHEACOX@AIMS.WISC.EDU

*Cost Center:

*Select Building:

*Select Key Type:

*Quantity: 1

Key Stamp Code:

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.

▼ Manage Delegates

View, Add, Delete delegate requests for people who may request keys on your behalf.

View: View Delegates ▼

You have no Delegates

View My Key Requests

- 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.

▼ Manage Delegates

View, Add, Delete delegate requests for people who may request keys on your behalf.

View: Add Delegate ▼

Delegate Key Requests

Please enter the last name of the person you are searching for. You may also add a full or partial first name.
The request must be approved before the delegate will be able to make key requests on your behalf.

Full/Partial Last Name: heacox

Full/Partial First Name:

Search **Cancel**

Possible Matches: Individual Detail:

| | |
|-----------------|--|
| SHARLENE HEACOX | Name: SHARLENE HEACOX Email: SHEACOX@AIMS.WISC.EDU Address: 610 WALNUT ST 856 WARF OFFICE BLDG MADISON, WI 53726-2336 Phone: 6082655469 |
|-----------------|--|

Add Delegate **Cancel**

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




View: View Delegates ▼

| Delegate Name | Date Requested | Date Approved | Date Denied | Denied Reason | Status | Delete |
|-------------------|----------------|---------------|-------------|---------------|-------------|--------|
| SHARLENE J HEACOX | 11/17/2010 | 11/17/2010 | | | Approved | ✗ |
| ERIN E ELLIS | 11/23/2010 | | | | New Request | ✗ |

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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.

| Request Key | | | | | | | | |
|---|--------------|-----------------|----------------------|----------|------------|-------------|---------------|-------------|
| 1 | | | | | | | | |
| | Key For | Building Number | Building Name | Key Type | Requested | Status | Approval Date | Denied Date |
|  | ERIN E ELLIS | 0039 | WARF Office Building | Master | 9/17/2010 | Key Cut | 9/17/2010 | |
|  | KURT B OTTO | 0039 | WARF Office Building | Master | 11/17/2010 | New Request | | |
| 1 | | | | | | | | |
|  | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | |
| Requestor: | <table><tr><td>Name:</td><td>ROBERT G BURROW</td><td>Campus ID:</td><td>90286349710</td></tr><tr><td>Department:</td><td>VC ADMIN/BUDGET, PLANNING & ANALYSIS</td><td>UDDS:</td><td>A020821</td></tr><tr><td>Office Phone:</td><td>6082653418</td><td>Email:</td><td>BBURROW@AIMS.WISC.EDU</td></tr><tr><td colspan="4">Request Submitted By: ERIN E ELLIS</td></tr></table> | Name: | ROBERT G BURROW | Campus ID: | 90286349710 | Department: | VC ADMIN/BUDGET, PLANNING & ANALYSIS | UDDS: | A020821 | Office Phone: | 6082653418 | Email: | BBURROW@AIMS.WISC.EDU | Request Submitted By: ERIN E ELLIS | | | |
| Name: | ROBERT G BURROW | Campus ID: | 90286349710 | | | | | | | | | | | | | | |
| Department: | VC ADMIN/BUDGET, PLANNING & ANALYSIS | UDDS: | A020821 | | | | | | | | | | | | | | |
| Office Phone: | 6082653418 | Email: | BBURROW@AIMS.WISC.EDU | | | | | | | | | | | | | | |
| Request Submitted By: ERIN E ELLIS | | | | | | | | | | | | | | | | | |
| Cost Center: | 123456 | | | | | | | | | | | | | | | | |
| Building: | 0039 WARF Office Building | | | | | | | | | | | | | | | | |
| Key Type: | Master | | | | | | | | | | | | | | | | |
| Quantity: | 1 | | | | | | | | | | | | | | | | |
| Key Stamp: | | | | | | | | | | | | | | | | | |
| Key Requested For: | ERIN E ELLIS | | | | | | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | | | | | |
| Status: | Key Cut | | | | | | | | | | | | | | | | |
| Approval Date: | 09/17/2010 | | | | | | | | | | | | | | | | |
| Denial Date: | | | | | | | | | | | | | | | | | |
| Denial 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