

Key Admin Portal Help Guide

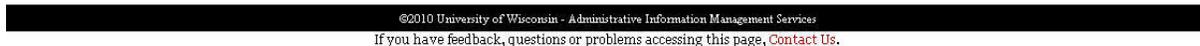
Login

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

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



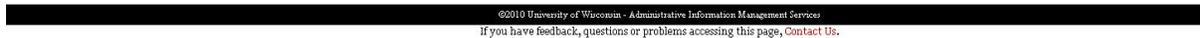
The screenshot shows the "User Log In" form. It has two input fields: "Net ID:" and "Password:". The "Net ID:" field contains the text "Example NetID (for UW only): bbadger" and "Activate your NetID". The "Password:" field contains the text "Forget your NetID or password?" and "Reset your Password". Below the fields is a red "Login" button.



- This will take you to the Key Request page.



The screenshot shows the "Request Key" form. It has a "New Key Request" section with a "Date Requested:" field containing "11/17/2010". Below this is a "This Key Request is from:" section with a table of user information: Name (ROBERT G BURROW), Campus ID (80286349710), Department (UW ADMINBUDGET, PLANNING & ANALYSIS), UDDS (A020821), Office Phone (6082653418), and Email (BBURROW@AIMS.WISC.EDU). Below the table are fields for "Request Submitted By" (ROBERT G BURROW), "Office Phone" (6082653418), and "Email" (BBURROW@AIMS.WISC.EDU). There are also fields for "*Cost Center:", "*Select Building:", "*Select Key Type:", and "*Key is For:". Below these is a "Key Assignee" section with a search box and "Search" and "Cancel" buttons. At the bottom is an "Additional Comments:" field and a "Submit Request" button.



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:	90266349710		
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:

*Select Building:

*Select Key Type: *Quantity: Key St

*Key is For: ERIN E ELLIS

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

Additional Comments:

- 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:

Full/Partial First Name:

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

- 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

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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:	30286349710
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: 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:

Full/Partial First Name:

Search
Cancel

Possible Matches: SHARLENE HEACOX

Individual Detail:

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	✗
1						

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

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	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:

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