

Key Request Website Instructions for Authorized Key Requesters

Enter the following link: keymanager.case.edu

This link will take you to the Case Single Sign-On page.

The next page will ask you to enter your network ID and click **Sign In**.

Click on **Request Key** button at the top left.

This brings you to the **Key Request Center** page.

Click on **+ New Request** toward the top left (under **My Keys/Pending Request** tabs)

Select appropriate department from the drop down list

Enter person's **ID #** and then **Enter**

- their name, email & affiliation should automatically populate

Click **Next**

Select **Request Type** from drop down list

- If you select **Replacement**, be sure that a lost key report has been filed with security before you request a replacement.

Enter **Speedtype** (\$50 charge per key)

Enter **Key Code**

Enter **Building** (School of Medicine buildings will begin with **SOM**)

Enter **Room Number**

Click **Next**

Justification:

- enter "New key Request"
- if you are requesting a key for a non-Case person, this box is used to explain the reason

Once everything is completed, click **Submit Request**

Both you and the person the key is for will receive an email that the key request has been made and another email when the key may be picked up.

- **New Key Request** keys to be picked up at the **BRB Security desk**.
 - open Monday - Friday from 7:30am - 3:00pm
 - be sure to bring your Case ID card with you
- **Replacement** keys to be picked up at **Access Services in Crawford Hall**
 - open Monday - Friday from 9:00am - 4:00pm
 - be sure to bring your Case ID card with you

NOTE: A charge of \$25.00 per key will be assessed to the requesting department for any keys not picked up within the 45 day period.

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