

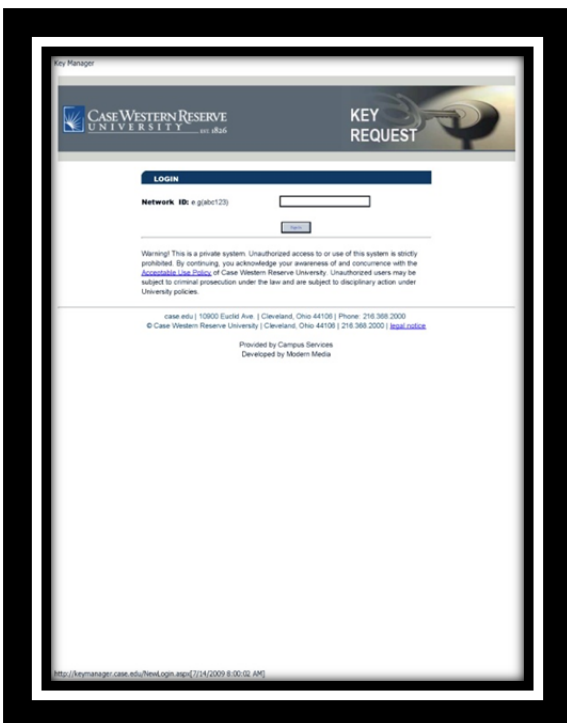
KEY REQUEST PROGRAM

Enter the following link: keymanager.case.edu

The link will take you to the Case Sign in page



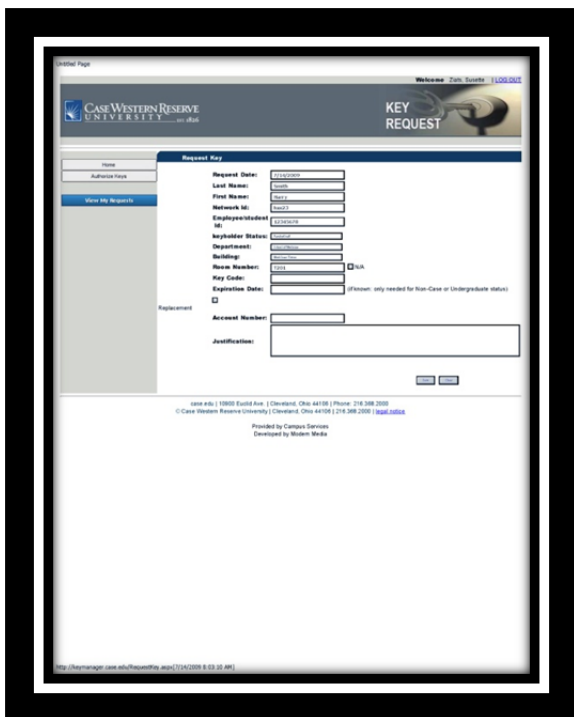
This next page will ask you to enter your network id and click on [sign in](#)



Click on the **Request Key** button



You are to the key request page



The Request Page

Last Name:

First Name:

Network Id:

Employee/student Id:

Keyholder Status: You will choose from the drop down menu (faculty, staff...)

Department: In this drop down menu, your department will be listed under the School of Medicine title

Building: The School of Medicine buildings will begin with MED-

Key Code: *The codes will be entered by our office*

Expiration Date: An expiration date will be required if you are requesting a key for someone under the Non-Case or Undergraduate status

Replacement: If this box is checked, you will get a drop down menu to identify if the key was lost or stolen. *(Be sure that a lost key report has been filed with security before you request a replacement)*

Account Number: All requests must have a department account number in order to be processed

Justification: If you are requesting a key for a non Case person this box is used to explain the reason

Once the form is complete click on the Save button

The Email Trail

You will receive the first email:

This e-mail confirms that your key request for Smith, Harry was received by the key request system and is currently awaiting approval. Once approved, your key request will be sent to the University Key Shop.

At the same time the person receiving the key will get this email:

A key to Med-Sears Tower, T201 has been requested for you by Jones, Mike. Once approved, your key request will be sent to the University key shop.

At the same time the Space & Facilities Office will get this email:

A key for Med-Sears Tower, T201 has been requested for Smith, Harry by Jones, Mike. This key request requires your approval before being sent to the Key Shop. Please visit <http://keymanager.case.edu/> to view this request.

Once the key request has been approved by the Space & Facilities Office you will receive the following email:

Your key request for Smith, Harry has been approved and will now be processed by the Key Shop. Your next e-mail message regarding this request will be from the Key Shop, stating that the key has been made and is on its way to the pickup location.

At the same time the person receiving the key will get this email:

The request for a key to {Med-Sears Tower, T201} has been approved and will now be processed by the Key Shop. Your next e-mail message regarding this request will be from the Key Shop, stating that the key has been made and is on its way to the pickup location

When the key has been made the person receiving the key will see this email:

A key for {Med-Sears Tower, T201} has been made for you and will be dropped off at the BRB Security Desk. You will receive another e-mail from Access Services when this key is ready to be picked up. Please DO NOT go to the BRB Security Desk until you receive the pick-up notification e-mail from Access Services.

At the same time the Space & Facilities Office will receive the following:

A key for {Med-Sears Tower, T201} approved by you for Smith, Harry has been made and will be dropped off at the BRB Security Desk. You will receive another e-mail from Access Services when this key is ready to be picked up.

The Email Trail (cont'd)

The last email will be to the person receiving the key, to you as the requester and to the Space & Facilities Office from Access Services:

Greetings,

Harry Smith

This is notification that your key(s) is ready to be retrieved from the BRB Security Desk at the School of Medicine. The key(s) will remain at the BRB desk for forty-five (45) days, after which the key(s) will be returned to the Key Shop and a new key request will need to be submitted.

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

The BRB Desk is open for key retrieval Monday through Friday from 7:30am-3:00pm. Be sure to take your Case ID card with you to pick up your key(s).

Thank you.

Campus Services

Case Western Reserve University
10900 Euclid Avenue
Cleveland, OH 44106-7084

Phone 216.368.2273

Fax 216.368.1036

E-mail access@case.edu

parking@case.edu

Access Services

parking.case.edu

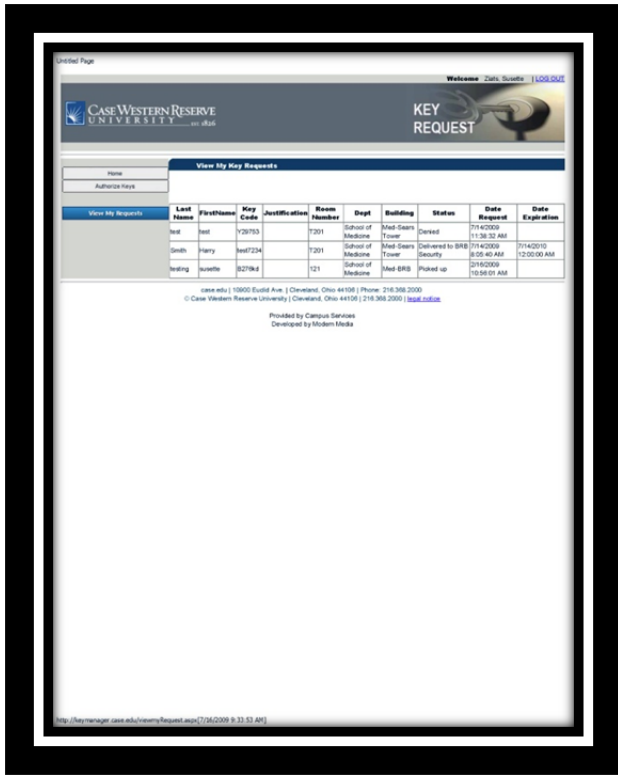
www.caseonecard.com

M-F 8:30am-5:30pm

Tuesdays 8:30am-6:00pm

Reports:

At anytime you can click on the **View My Requests** button and see the keys you have requested and the status



The following page lists departments and the names and contact information for the person(s) authorized to request keys.

	First Name	Last Name	email address	phone
Academic Computing	Irene	Medvedev	iba	6209
Administrative Computing	David	Pilasky	dmp9	4669
	Melissa	Girt	mag146	4957
Admissions	Ellen	Rosenblum	emr3	5496
Anatomy	Christine	Marshall	cam49	2433
ARC	John	Durfee	jwd7	3490
	Mark	Wolinsky	mew14	3547
	Cheryl	Urban	cmu2	3490
	Lonnie	Thomas	ldt2	3590
	Earl	Bumgarner	esb62	3490
BioChemistry	Sakeenah	Bari-Harold	sxb84	3344
	Dawn	Brown	dmb24	3344
	Robert	Kaderle	rxk141	3467
BioEthics	Barb	Juknialis	BWJ	3309
BSTP (Biomedical Science Training Program)	Deborah	Noureddine	drn2	3347
Cardiology	Susan	Dowhan	srd21	3391
Center for Clinical Investigation	Jeralynne	Androsko	jxa136	3286
Center for Global Health & Disease	Carmel	Gambatese	cxg4	4822
	Kathleen	Pilny	kfp	4822
	Mary	Lones	mll6	4820
Center for Proteomics	Joan	Schenkel	jms114	4268
Center for RNA Molecular Biology	Mark	Beno	mxb15	4946
Center for Science, Health & Society	Shirline	Edwards	sxw12	2059
Center for Stem Cell & Regenerative Medicine	Carol	Beck	cfb12	4928
Comprehensive Cancer Center	Anne	Duli	add2	8797
	Tracy	Rehl	tdr3	5199
Curricular Affairs	Minoo	Darvish	mxg86	3356
	Dawn	Burke	dmb140	4978
Dean's Office	Sheri	Gittinger	shf	4370
Department of Dermatology	Jessica	Santiago	jxs462	0234
Development/Communications	Nilda	Baker	nrb5	5035
Division of Infectious Disease	Debbie	Rudissille	djf7	
	Marla	Manning	mxw16	0062
Environmental Health Sciences	Ariann	Richner	amd21	5961
Epidemiology & Biostatistics	Cynthia	Moore	cdm13	2445
	Jean	Farah	jmf174	3197
Family Medicine	Judith	Parsons	jmp32	3886
Finance	Halle	Lewis	hgl4	8676
Financial Aid	Wanda	Rollins	wlj	3483
Foundation of Clinical Medicine	Deidre	Gruning	dxc38	3028
	Dyna	Bolar-Speights	dxb170	
Gastro	Leonard	Stepp	lrs11	844-3231
Genetics	Michelle	Yanick	mxy36	8539
	Clarice	Young	cdy5	3431
	Malana	Bey	mcb19	0306
Grants and Contracts	Holly	Lipkovich	hxt8	3068
	Robin	Bissell	rxb220	1654
Health Center Library	Dina	Allen	djj	3437
Hematology & Oncology	Salene	Sanderson	mss167	3614
	Christine	Gaeke Torrence	cgt2	1987
	Jon	Donze	jrd8	6606
	Tammy	Walker	tww3	7284
IRB	Jennifer	Scharf-Deering	jcs12	3195
	Tora	Williams	tkw8	0696

Molecular Biology & Microbiology	Brinn	Omabegho	beo3	3407
	Dorothy	Canepari	djc29	3947
MSTP	Kathryn	Schultz	kxs45	4979
Nephrology	space & facilities			
Neurology	Rebecca	Kahl	rmk15	844-8598
Neurosciences	Narlene	Brown	nrb	6253
	Pam	McGregor	pam7	6251
Neurosurgery	Rebecca	Kahl	rmk15	844-8598
Nutrition	Laila	Boesinger	lvb2	8821
	Pamela	Woodruff	paw5	2440
Ophthalmology	Nancy	Vitale	njv4	4752
	Erica	Sieverding	exs8	0862
Orthopaedics	Phyllis	Lie	pxl3	844-3232
Pathology Basic Sciences	Corrie	Zimerla	can12	2047
	Natalie	Wheeler	new11	0283
	Denise	Davis	dmd10	3611
	Sally	Berri	sab69	0819
Pediatric	David	Silvaggio	dxs10	4397
	David	Mansbach	drm101	4121
Pharmacology	Vida	Tripodo	vmt1	5996
	Cami	Thompson	cjt14	4617
Physiology & Biophysics	Morley	Schwebel	mxs86	3401
	Ruth	Washington	rdw	6163
Pulmonary & Critical Care	space & facilities			
Radiation Oncology	space & facilities			
Registrar	space & facilities			
Research Administration	Ann	Tillett	axt83	1158
Rheumatology	space & facilities			
Space and Facilities Office	Dan	Davis	ded3	6383
	Sharon	Callahan	slc17	5908
Student Affairs	Jennifer	Hawkins	jxh14	3442
TBRU	Marla	Manning	mxw16	0062
Transgenic Core Facility	Rachel	Mann	rjm12	2528
Urology Department	Sanjay	Gupta	gxs44	6162
	Michael	Kavran	mdk60	