HOW TO – Get access to offices, buildings for your grad or UG students in ECpE

FIRST…Student must have ISUCard AND NetID
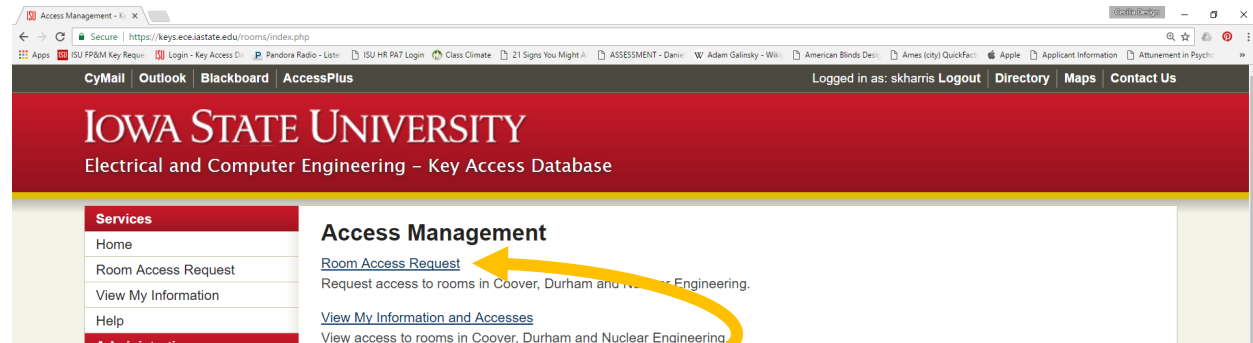**SECOND**…You need to tell student what access they should request (office, lab, exterior, other)
THIRD…Send your student the information below…

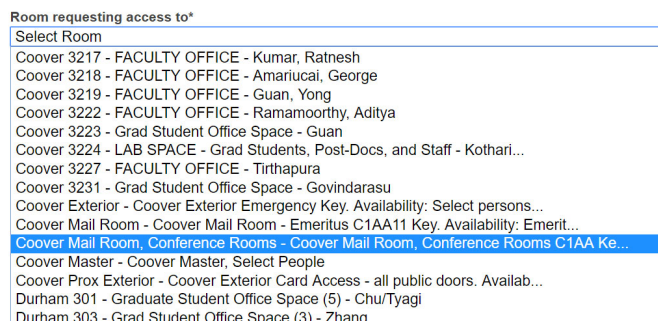**GO TO:** https://keys.ece.iastate.edu/rooms/?page=login   Enter your NetID and Password

REQUEST ACCESS:

Click on Room Access Request
Select Room from the pull down list

1. Scroll and highlight your office
2. Enter any comments that you wish to include – such as why you need access to a particular lab or office
3. Click **SUBMIT**

You will receive TWO emails for each request you have submitted. ONE will be when the request is **approved**, and ONE will be when the request is **activated**. If one of your requests is for a physical key, you will need to pick up your key form from 2215 Coover Hall when you receive the "activated" email (it will tell you in the email as well).

DO NOT request Coover Prox Exterior or Durham Prox Exterior using the ECpE Keys Database. All enrolled students will automatically get access to the buildings using your ISUCard.

If you have any questions, please email ECpE_MainOfficeSecretary@iastate.edu.