HOW TO – Get access to offices, buildings for a New Employee in ECpE
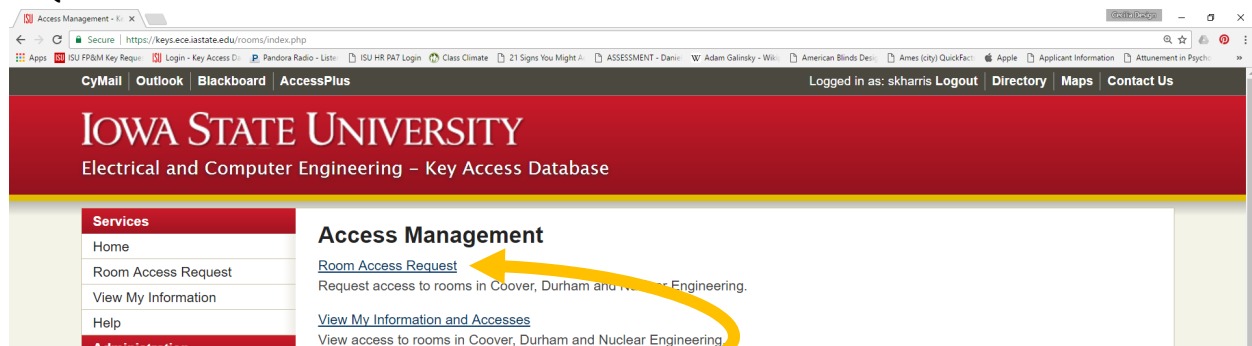
FIRST...Employee must have ISUCard AND NetID

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 want to also submit requests for the Coover Conference Room key which will give you access to the Sproul Coffee/Lunch Room, all Coover conference rooms, and the Coover Mailroom.
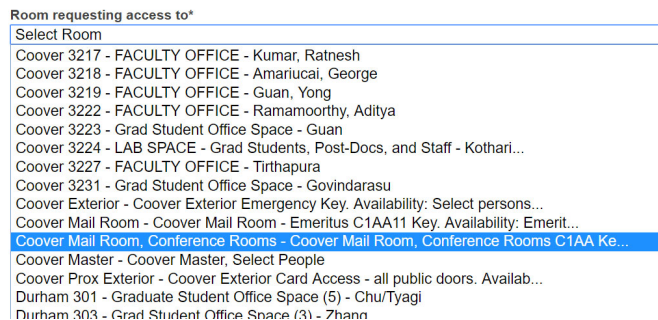
You will receive TWO emails for each request you have submitted. ONE will be when the request is **approved**, and ONE will be when the request is **activated**. If one of your requests is for a physical key, you will need to pick up your key form from 2215 Coover Hall when you receive the "activated" email (it will tell you in the email as well).

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