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).