ECpE has a new way to get access to an office or lab...

Go to https://keys.ece.iastate.edu and log in:

If you are an OWNER of a lab space, you will have a different window after you log in – it will include the Services navigation bar, AND the Approvers navigation bar (see the section on Owners, below).

Room Access Request

To request access to a room, navigate to the Room Access Request page by clicking the link on the navigation bar to the left as shown in Figure 1. Your major professor will let you know what office space or lab space that they would like you to request access to. If you are uncertain, contact your major professor, or contact Sara K Harris (skharris@iastate.edu, 294-1097).

Services

Home

Room Access Request
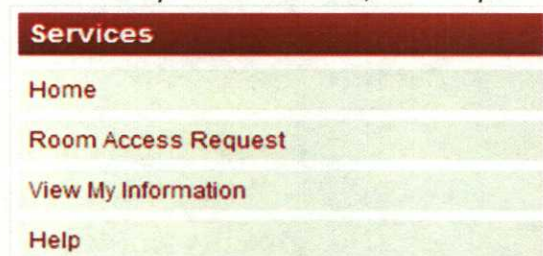
View My Information

Help

Figure 1

Next fill in the following information:
- Your Net-ID
- The room to which you are requesting access, via the 'Room' drop-down menu.
- The professor through whom you are requesting access, via the 'Through Who' drop-down menu.
- Any comments you may have about the request, such as reasons for access.

Then click 'Submit', and if there are no errors in the form, the faculty or staff member through whom you are requesting access will receive an email to approve or deny your request. If any errors are noted on the page, please correct them in order to submit your request.

After Making a Request
- **Approval/Denial of Access Email:** Once the room/lab owner has taken action on your request, you will receive an email saying that your request has been approved or denied.
- **Approved Physical Key Request Processed (Handled by Paula Beckman):** If you are requesting a physical key, you will get an email stating your Key Form for FP&M is ready for pick up in the Coover Main Office.
- **Approved Prox/Swipe Request Processed (Handled by Mark Shamblin for interior access and Paula Beckman for exterior access):** If you are requesting a prox/swipe access, you will get an email once your access has been activated.

Help

Navigate to the HELP page for more information on the new database!

EXAMPLE OF REQUESTING ROOM/LAB ACCESS

In this example, Sammy is requesting access to the 3rd Floor Conference Room. If you add comments, the Approver will see this. Once you have chosen a room and added any comments, click on SUBMIT. Your screen will confirm "This request has been submitted."

Room Access Request

Select the room you are requesting access to in the room drop down menu.
Note: If you do not know which room you need access to, please contact your major professor.

Room requesting access to*

[Coover 3043 - Conference Room 3043 ▼]

┌─ Room Access Request ───┐
│ **Request for co3043**   │
│   │
│ Net-ID   │
│ smdubert   │
│   │
│ Room   │
│ co3043   │
│   │
│ Through who (Net-ID)*   │
│ [skharris ▼]   │
│   │
│ Comments   │
│ ┌──────────────────────────────────────┐ ⌃   │
│ │   │ ⌄   │
│ └──────────────────────────────────────┘   │
│   │
│ All fields marked by a "*" are required   │
│   │
│ [Submit]   │
└──┘

If you go to **View My Information**, your screen will show the current Requests at the bottom:

View My Information

Dubert, Samantha M [E CPE] (smdubert)

┌─ User Info ──┐
│ Major Professor/Faculty Advisor: Status: Staff   │
│ Prox Number: ▐███▌   University ID Number: ▐██████▌   Edit My Info │
└──┘

Current Access

STATUS	ROOMID	TYPE	DESK	DESKKEY	GRANTEDBY	STARTTIME	ENDTIME	COMMENTS	ACTION
Approved	C1AA	key			pbeckman	2013-07-13	2014-06-30	7/12/13 plb - Updating DB per BSS info.	Renew
Active	co2215	C1X1		FR305	skharris	2013-04-01	2013-05-16	Initial import of access list from line 155.	Renew

Previous Access
There are no results.

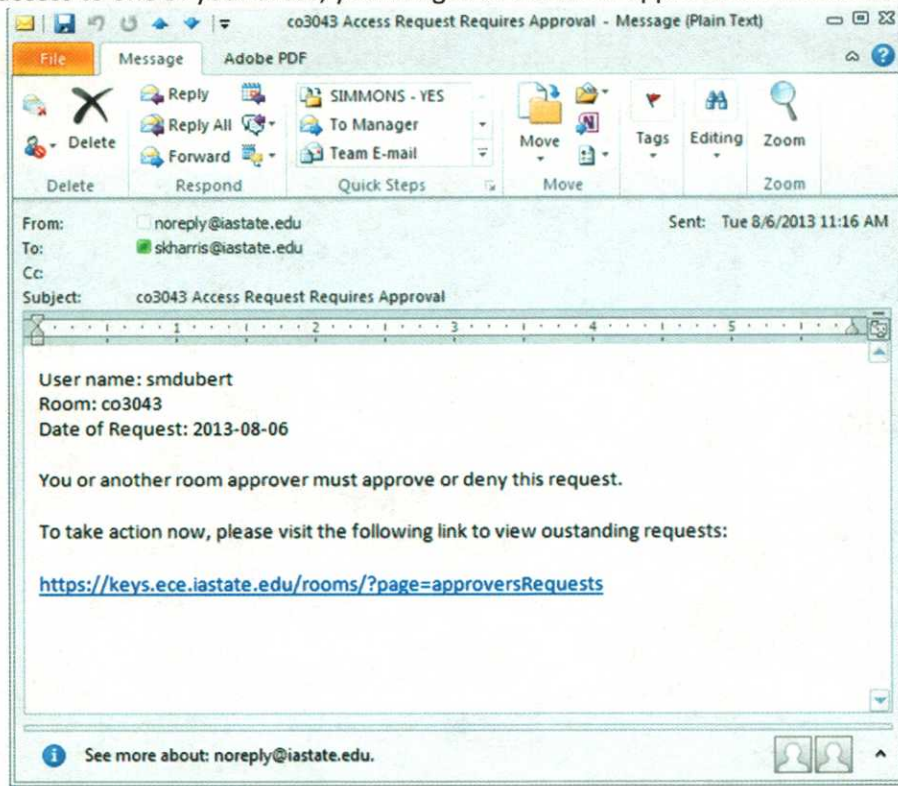#### Requests

STATUS	ROOMID	TYPE	GRANTEDBY	STARTTIME	ENDTIME	COMMENTS	ACTION
Requested	co3043	swipe	skharris	2013-08-06	2014-06-30		Renew

Definitions of Statuses (see the complete info under the HELP button on right):

- **Requested**: You have asked for access to the room, but it has not yet been approved
- **Approved**: Your approver has confirmed your request, but it has not yet been processed.
- **Rejected**: The approver you selected has chosen to reject your access request
- **Removed via Revoked**: Your approver removed your access – any physical keys must be returned
- **Removed via Expired**: Your access reached its expiration period, and you did not request access renewal – any physical keys must be returned

INFORMATION FOR LAB OWNERS

When someone requests access to one of your areas, you will get an email for approval that looks like this:

From: noreply@iastate.edu
To: skharris@iastate.edu
Cc:
Subject: co3043 Access Request Requires Approval
Sent: Tue 8/6/2013 11:16 AM

User name: smdubert
Room: co3043
Date of Request: 2013-08-06

You or another room approver must approve or deny this request.

To take action now, please visit the following link to view oustanding requests:

https://keys.ece.iastate.edu/rooms/?page=approversRequests

See more about: noreply@iastate.edu.

Click on the link in the email and log in to the Key Access Database.

How do I approve or deny room access requests?

To approve or deny access requests, first navigate to "Manage Requests" on the menu, as shown in Figure 1 below.

Approvers

Approvers Home

Manage Requests

View Accesses

View My Rooms

Open Desks

Approvers Help

Figure 1

- You will see a list of access requests to approve or deny. Select the "View" link next to the request.
- View the access details and confirm that all information is correct.
- If access details are accurate and you would like to provide access to the user, click "Approve." The door lock will be programmed to allow the user entry, or a staff member will begin the paperwork process to provide the user with a physical key.
- If you do not wish to sponsor the user's access at this time, select "Reject." The user will not be given access to the room.
- Users will be notified by email that their request has been approved or rejected.

Help

Navigate to the APPROVERS HELP page for more information on the new database!

EXAMPLE OF APPROVING LAB ACCESS

Manage Requests

STATUS	ROOMID	NETID	TYPE	GRANTEDBY	STARTTIME	ENDTIME	COMMENTS	ACTION
Requested	smdubert	co3043	swipe	skharris	2013-08-06	2014-06-30		View

Click on VIEW under the Action column.

Manage Requests

Net-ID
smdubert

Room ID
co3043

Status
Requested

Approver
skharris

Desk
No Desk

Start Time
2013-08-06

End Time
2014-06-30

Comments
Request Notes:

[Approve] [Reject]

You can APPROVE or REJECT, but you MUST ADD COMMENTS.
- If you approve the request, either Mark (for a prox/swipe interior lock) or Paula (for a key or exterior lock) will be notified and they will process the request.
- If you reject the request, please be specific in your comment as to WHY and the requester will be notified.

Note that the END TIME for ALL STUDENTS will be the end of the current semester, or the following semester (if you are within 10 days of the end of the current semester).

If approved, your screen will state "[NET-ID] ADDED" at the top.