Facilities Management

Please log in using your Western account.
Steps to follow:
1. Select Ready to Approve from the Requests drop down list
2. Click on Requester's Name

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
<th>ID #</th>
<th>Email</th>
<th>Key Code</th>
<th>Location</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morag Walsh</td>
<td>mwalsh55</td>
<td>020045206</td>
<td><a href="mailto:mwalsh55@uwo.ca">mwalsh55@uwo.ca</a></td>
<td>218 KB9</td>
<td>218 2312</td>
<td>Support Services</td>
</tr>
<tr>
<td>Morag Walsh</td>
<td>mwalsh55</td>
<td>020045206</td>
<td><a href="mailto:mwalsh55@uwo.ca">mwalsh55@uwo.ca</a></td>
<td>218 KB3</td>
<td>218 2301</td>
<td>Support Services</td>
</tr>
</tbody>
</table>

Export to spreadsheet

Need help? fmkeys@uwo.ca or ext. 85636
3. Select **Replacement** if needed.

4. Select **Deposit required** if needed.

5. Choose **Due Date** if needed (date key should be returned by)

6. **Approver Notes** – (see NOTE in top right corner)

7. Select **Approve** or **Deny**

8. **Log Out**