

Steps for Approver to Review a Key Request

The person who approves key requests is usually a member of the same faculty or department as the person requesting the key and has been authorized by Facilities Management and the faculty or department to review and approve key request.

To approve a key request, follow the steps below:

1. Click on the *link* in the email when you receive an email notification indicating that you have a key request to approve.

New key requested



Western User (123000000) has requested a key for Western User

Please login to (<http://webapps.uwo.ca/keys/request/approve>) to approve or deny this request

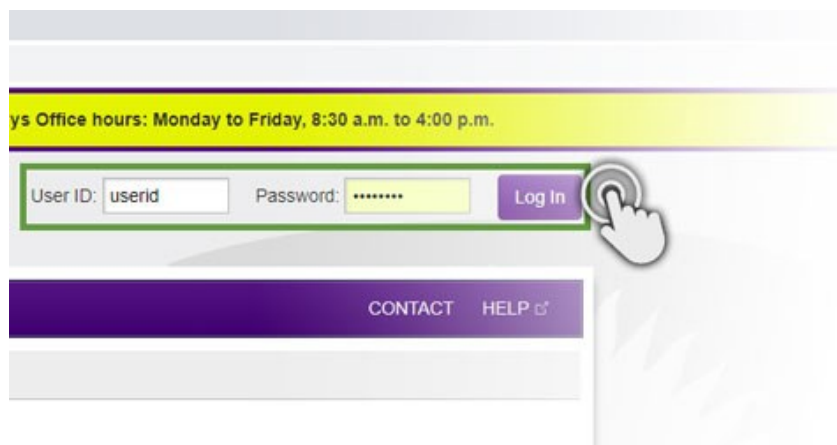
Thank you.

Important Note:

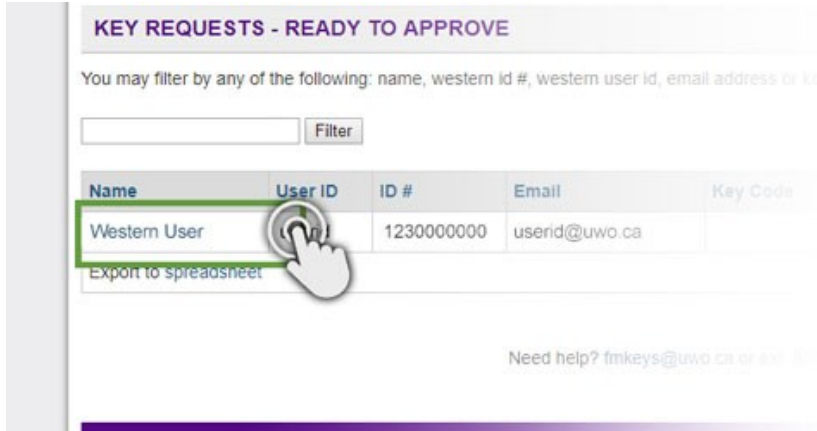
All card reader door requests are administered by Campus Community Police Service. Please visit http://www.uwo.ca/police/campus_safety/card_access.html

2. Enter your Western Username and Password in the fields on the top right, this is the same information you use to log into My HR

- Click *Log In*



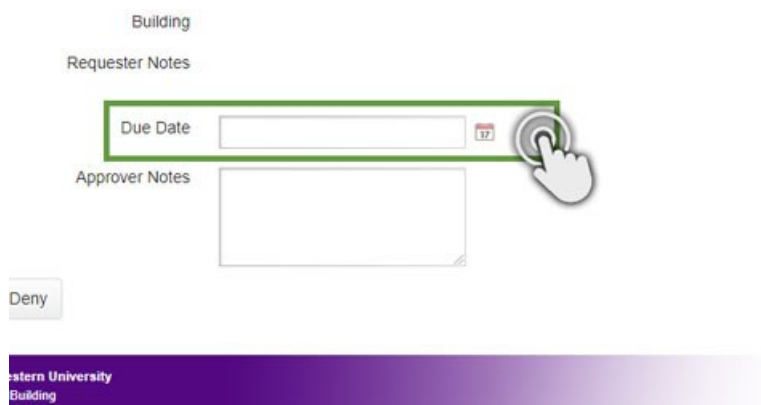
3. Click on the 'Name' of the person whose request you are going to review from the listing, this will open the key request.



4. Review the request and verify the:

- Name of requester
- Building/location are correct
- **Deposit Required – needs to be checked for all student requests (undergraduate or graduate) or requests for replacement of lost / stolen keys**

5. Click on the *Calendar* icon and select the *Due Date* to indicate when the key is to be returned to Client Services



6. Add *Approver Notes* if you:

- Are denying a key request
 - Indicate why the request was denied and next steps for the key requester.
 - These notes will be sent to the key requester via email.
- Want to send information to Client Services regarding the request

Requester Notes

Due Date

Approver Notes

Deny

Western University
Support Services Building
1151 Richmond Street
London, Ontario, Canada, N6A 3K7

7. Click to *Approve* or *Deny* the key request

Due Date

Approver Notes

Approve Deny

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