

Steps to Pick Up Requested Key(s)

The person who requested the key will receive an email from Client Services to indicate that the key is ready for pickup.

To pick up a requested key, follow the steps below.

1. Prepare to get your keys:
 - Review the key pickup notification email sent by Client Services for instructions and next steps.
 - Ensure the keys you requested are the ones you are approved for
 - Make sure you have funds to pay the deposit and ensure you have a method of payment (debit/credit or cash) if applicable, refer to step #4.
 - Ensure you have your WesternOne card

 2. Go to Client Services located to pick up your key(s)
 - Located in Support Services Building, Rm. 1315 (just inside the rear entrance).
- Note: You need to pick up you key within 30 days from the date on the pick-up notification email.
3. Present your WesternOne card to the person in Client Services

 4. Pay your deposit of \$25 for each key, via cash, credit or debit if you are:
 - A graduate or undergraduate student or
 - You are receiving replacement keys; this applies to all a students and employees.

 5. Sign for your key(s).