

User ID:

Password:

[Log In](#)

# Facilities Management

[HOME](#)

[CONTACT](#)

[HELP](#)

**SIGN IN**

Please log in using your Western account.

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Support Services Building

1151 Richmond Street

London, Ontario, Canada, N6A 3K7

Tel: (519) 661-2111

[bwatso5@uwo.ca](mailto:bwatso5@uwo.ca)

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Western

# Facilities Management

HOME REPORTS **REQUESTS** SEARCH/CHANGE

CONTACT HELP

## REQUEST A KEY

Name

ID #

Email Address

Phone #

Is this a replacement  
for a lost or stolen key?

Department/Faculty

Building

Location

Notes to Approver

Submit

### Steps to follow:

1. **Select Ready to Approve** from the **Requests** drop down list

Need help? [fmkeys@uwo.ca](mailto:fmkeys@uwo.ca) or ext. 85636

# Facilities Management

HOME REPORTS ▼ REQUESTS ▼ SEARCH/CHANGE ▼

CONTACT HELP

## KEY REQUESTS - READY TO APPROVE

You may filter by any of the following: name, western id #, western user id, email address or key tag #

2. Click on Requester's Name

Name	User ID	ID #	Email	Key Code	Location	Building
Morag Walsh	mw Walsh55	020045206	mw Walsh55@uwo.ca	218 KB9	218 2312	Support Services
Morag Walsh	mw Walsh55	020045206	mw Walsh55@uwo.ca	218 KB3	218 2301	Support Services

[Export to spreadsheet](#)

Need help? [fmkeys@uwo.ca](mailto:fmkeys@uwo.ca) or ext. 85636

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Western

# Facilities Management

HOME REPORTS ▾ REQUESTS ▾ SEARCH/CHANGE ▾

CONTACT HELP

## KEY REQUEST

Please fill in any required data for this request.

Name Morag Walsh  
ID # 020045206  
Department FACILITIES MANAGEMENT  
Is this a replacement for a lost or stolen key?   
Deposit required   
Key 218 KB9  
Location 218 2312  
Building Support Services  
Due Date    
Approver Notes

## NOTE

Text entered in the "Approver Notes" is sent to the Requester when the request is denied and to FM Keys when the request is approved.

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**

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