

! "\$%&'()*

The screenshot shows a web portal for requesting keys and card access. At the top, there is a navigation menu with a crown icon and a search icon. Below the menu, the breadcrumb trail reads: [Facilities Management](#) > [Services](#) > [Keys](#). The main heading is "Building Access: Keys". Below this, there is a section titled "Requesting Keys and Card Access". The text in this section explains that ODU Facilities is committed to protecting the security of the Monarch community and that all facilities are kept locked by default. It provides a phone number (57-683-4269) for any questions or issues involving key requests. A note states that the online form for key requests is completely done. To the right of the main text, there is a sidebar with a "Support?" section, a "Login to Archibus" button, and a "REQUEST MAINTENANCE" button. Below the main text, there is a section titled "Request Door Access" with three buttons: "To Offices", "To Classrooms", and "To Residences". The "To Offices" button is circled in red, and a red arrow points to it from the left. The text under "To Offices" reads: "For our online form to request access to office spaces on campus". The text under "To Classrooms" reads: "For instructors to open classroom doors". The text under "To Residences" reads: "For students to access resident halls and rooms".

Key Request Created at Mar 7, 2024 8:20 AM

Request Number

Requestor Type * Self

Select Key type * Building Master

Building Name *

Additional Comments *

Buttons: Discard, Save, Submit

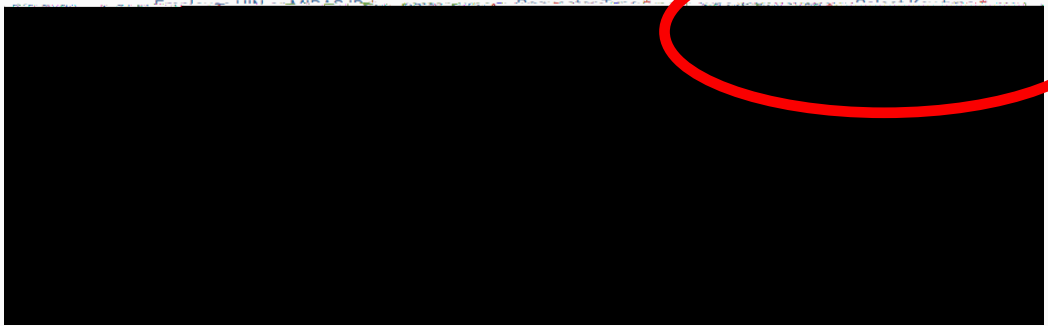
Request Created at Mar 7, 2024 7:50 AM [DRAFT] Discard Save Submit

Please email Facilities Management at facilities@uic.edu for printer or copier location leave for grad students and ednet faculty.

Request Details

Request

yqdN07L3N9XwalT4



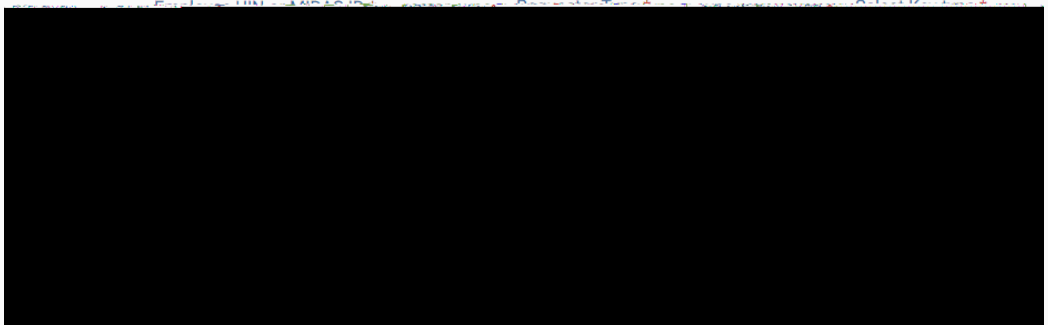
Request Created at Mar 7, 2024 7:50 AM [DRAFT] Discard Save Submit

Please email Facilities Management at facilities@uic.edu for printer or copier location leave for grad students and ednet faculty.

Request Details

Request

yqdN07L3N9XwalT4



Requester's Name * [Redacted] Select Key type *

Sponsor [Redacted] Individual Room [Redacted]

Building Name * [Redacted] Room Number * [Redacted] Electronic Access? [Redacted]

Engineering & Construction [Redacted] 410 [Redacted] Yes [Redacted]

Additional Comments [Redacted]

(add [Redacted])

NOTE: For key requests from [Redacted] please indicate whether key is for the "Open porch" side or "sidewalk" side of the building.

Access Holder's Name *	Access Holder's Name *	Access Holder's Email *	Access Holder's Phone Number *
John	Smith	jsmith@vendor.com	757-354- [Redacted]

Company *	Areas of Access *	Why access is needed *	Access duration *
[Redacted]	IRP2 server room network closet	service the LAC EAC unit	[Redacted]
Please attach an attachment with a list of users (if applicable)			
New [Redacted]			
_added [Redacted]			
d_lo [Redacted]			
tions [Redacted]			
Isy [Redacted]			

UIN: 12345676

Key Request

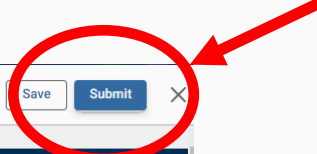
Created at Mar 7, 2024 · 8:20 AM

DRAFT

Discard

Save

Submit



Key Request

Keys listed in the comments field will not be processed. Only one door key per request will be processed due to current program configuration.

Request Details

Request Number

Room Number *

Electronic Access?

Building Name *

Engineering & Computational Sciences... 4100

Additional Comments *

