











	Access Requests				
	Step 1	Step 2	Step 3	Step 4	Step 5
Type of Request (Check preferred action on the Key Request Form.)	Department	Dean's Office Rex Oxford signs on behalf of the Dean.	Facilities, Operations and Maintenance (FO&M)	Dean's Office	Dean's Office
Requests for New Key Key Request (New Key, Transfer, Report Lost Key)	<ul style="list-style-type: none"> Fill out the Key Request Form Check box which type of request is needed, List department contact and Dean's Office contact (Norma Kindall or equivalent) Obtain signatures as required (Rex Oxford signs on behalf of the Dean). Submit the original form to the Dean's Office  	<ul style="list-style-type: none"> Check COEN Lockbox for key already in inventory. If the desired key is available, a Key Transfer Form may be used instead (see Key Transfer process on the next page). If no key is in the lockbox, Dean's Office will email request to FO&M (svcreqs@boisestate.edu)  Original request form is placed in a pending file waiting notification that key is ready. 	<ul style="list-style-type: none"> When new keys ready, FO&M will email the Dean's Office and cc the Department contact for key pick up.  	<ul style="list-style-type: none"> Dean's Office staff will pick up and sign for the key at the FO&M office. Use Step 5- Option 1 or Option 2 to get the key to the keyholder.  	<ul style="list-style-type: none"> The Dean's Office notifies the keyholder that the key is ready for pick up in the Dean's Office (1015 Grant Avenue, 2nd floor.) Dean's Office will record key number and keyholder into the master spreadsheet. Signed KE work order is emailed to FO&M (svcreqs@boisestate.edu) The original signed KE work order is matched to the original pending request and placed in alpha file (by keyholder name).

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Type of Request (Check preferred action on the Key Request Form.)	Department	Dean's Office Rex Oxford signs on behalf of the Dean.
Lost/Stolen Key Report Key Request (New Key, Transfer, Report Lost Key)	<ul style="list-style-type: none"> • Fill out the Key Request Form Check box which type of request is needed, • List department contact and Dean's Office contact (Norma Kindall or equivalent) • List lost key numbers and rooms assigned • Obtain signatures as required. (Rex Oxford signs on behalf of the Dean.) • Submit the original signed form to the Dean's Office. 	<ul style="list-style-type: none"> • Update information on the master spreadsheet. • Signed Lost Key form is emailed to FO&M (svcreqs@boisestate.edu) • The original signed KE work order is matched to the original pending request and placed in alpha file (by keyholder name).

	Access Requests	
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Type of Request (Check preferred action on the Key Request Form.)	Department	Dean's Office Rex Oxford signs on behalf of the Dean.
<p>Return Key (use this option if the key will no longer be used – rekeyed room, remodeling, etc.) Key Request (New Key, Transfer, Report Lost Key)</p> <p>If the key is for a room that will have continued use, consider using a Key Transfer form instead and transfer the key to the COEN Lockbox.</p>	<ul style="list-style-type: none"> • Fill out the Key Request Form Check box which type of request is needed, • List department contact and Dean's Office contact (Norma Kindall or equivalent) • List returned key number(s), rooms assigned and keyholder name, if known. • Tape the keys to the Return Key form. • No signatures are needed. • Forward the original form and keys to the Dean's Office. 	<ul style="list-style-type: none"> • Dean's Office will update master spreadsheet. • Dean's Office will make a copy of return key form and place in alpha file by keyholder name. • Dean's Office will deliver returned keys to FO&M.

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Key Transfer Key Transfer Form This is used when a key is passed to the possession of another employee. It could also be used to transfer a key to the COEN Lockbox if it may be checked out in the future.	<ul style="list-style-type: none"> • Fill out the Key Transfer Form listing the department contact and Dean's Office contact. • List the key numbers, rooms assigned. • Obtain signatures of (a) the Department Head, (b) Building Manager (Rex Oxford) and (c) the new keyholder. • Submit the original signed form to the Dean's Office. 	<ul style="list-style-type: none"> • Update the information in the master spreadsheet. • If the key is to be stored in the COEN Lockbox, place the key in the secured area. • Email the completed form to FO&M (svcreqs@boisestate.edu) • Place the original signed Key Transfer Form in the alpha file by new keyholder last name.

	Access Requests		
	Step 1	Step 2	Step 3
Type of Request (Check preferred action on the Key Request Form.)	Department	Dean's Office Rex Oxford signs on behalf of the Dean.	Departments
Visitor or Affiliate Status Request Visitor or Affiliate Status Request	<ul style="list-style-type: none"> Fill out the Request for Visitor or Affiliate Status Form per instructions. Submit the original form to Rex Oxford, who signs on behalf of the Dean. 	<ul style="list-style-type: none"> Rex will sign and return the original form to the Sponsoring Department. 	<ul style="list-style-type: none"> Sponsoring Department will forward the document per instructions provided with the online form.

	Step 1	Step 2
Type of Request (Check preferred action on the Key Request Form.)	Department	Dean's Office Rex Oxford signs on behalf of the Dean.
<p>Card Proxy Access Request COEN Card Proxy Access Online Request This is found on the COEN website>Faculty/Staff Resources>Card Access Request Form</p> <p>Card access requests must be approved by faculty/instructor.</p>	<ul style="list-style-type: none"> Faculty and staff may use this form to request card proxy access to COEN buildings and rooms for their students. If you have multiple access requests, you may attach a document that contains a list of names in the following formats: docx, doc, csv, xls, xlsx, pdf. For each individual needing access, we must have their ID# and 5-digit code from the back of the ID. 	<ul style="list-style-type: none"> The online request generates an email form sent to Michele Armstrong. Michele assigns card access and notifies the requestor via email once permission processing is complete.