

University of Kentucky College of Nursing Key Request Form

Paperless Online Key Request Process

1. The requestor logs into the form (see below hyperlink) using their AD or MC account credential.
2. The system captures their information; they input the building, room and quantity of the key they're requesting.
3. The authorizer name and email address for the form are Jason Harris/mjha238@uky.edu; address : 117A CON Building; phone: 323-3433
4. The form is then directed to the area approver- once approved the employee receives a notice when the key is ready to pick up.

Please feel free to contact the shop manager if you have any questions.

The new [Paperless Online Key Shop Form](#) is now available.

Benefits

- AD/MC domain authentication is the default security method for data on campus- ex. Link Blue; SAP; KRONOS; etc.
- Electronic approval makes communication quicker and easier for Requestor; Authorizer and Key Shop.
- New method does away with 'matching signatures'.
- Reduces the amount of time spent on the documentation process; makes the data searchable using Outlook.
- Transactions time stamped.

For questions regarding form fields please open a ticket by emailing consysaid@gmail.com