

How to Request Keys using Simple K Web Access

1. Using your web browser, launch Simple K by clicking or using the link (<https://fs-simplekweb.csusb.edu/>) or you can go to our Facilities Key Request webpage (<https://www.csusb.edu/facilities-planning-management/key-requests>) and clicking on the Online Key Request link.

Note: It will require you to be on a campus computer or be signed into our Global VPN if accessing it remotely.

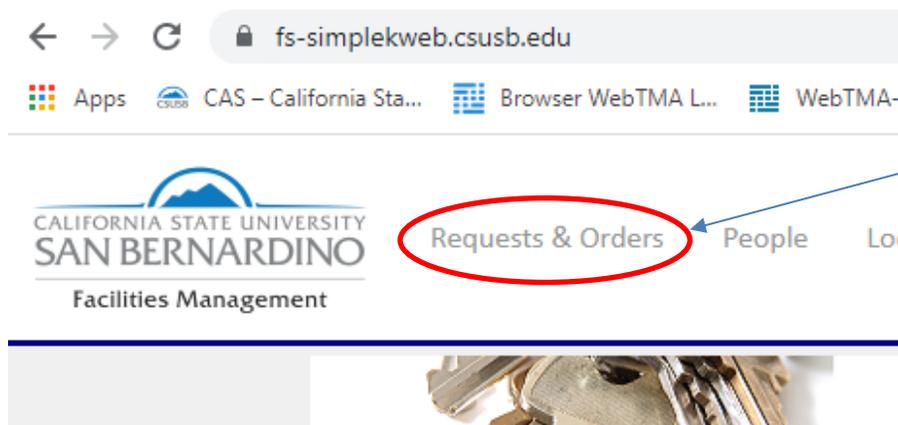
2. Provide your network credentials to access the web application.



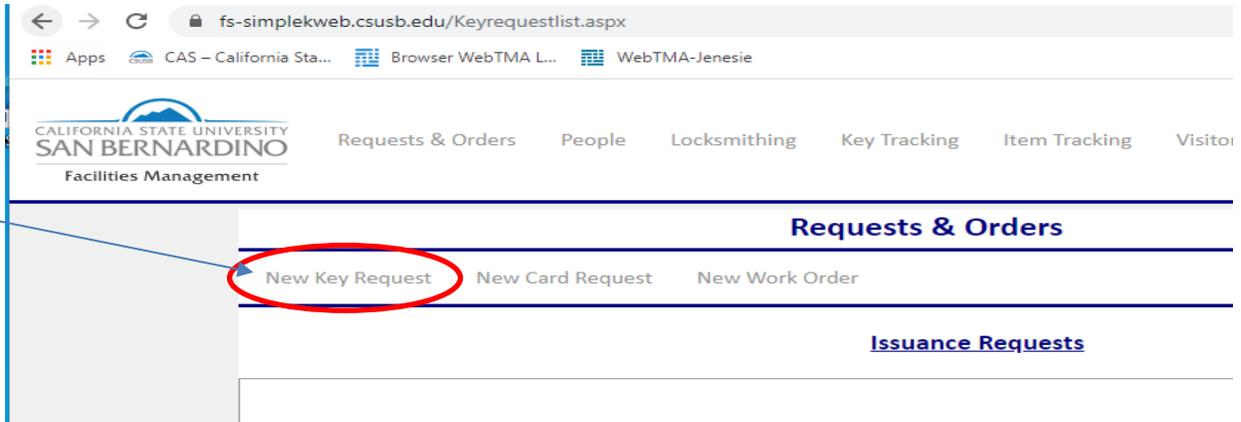
You will be transported to the Facilities Operations Key Request Site.



3. To Request a Key(s), click on **Requests & Orders**



4. Click on **New Key Request**.



You will be presented with a New Key Request dialog.

A screenshot of the 'New Key Request' dialog form. The form has a dark blue header with the title 'New Key Request'. The 'Requester' field is populated with 'Ramirez, Jose | 006500607 | FM-Administration'. The 'Recipient' field is also populated with 'Ramirez, Jose | 006500607 | FM-Administration', and an 'Email' field below it contains 'Jose.Ramirez@csusb.edu'. The 'Reason' dropdown menu is set to 'Additional Access', and the 'Recipient Type' dropdown is empty. A section titled 'Requested Access' contains a 'Key' field with the placeholder text 'Type key name first letters', followed by an 'OR' separator. Below this are 'Building' and 'Door' dropdown menus, with an 'Add' button to the right of the 'Door' field. At the bottom of the form is a large text area for 'Additional Information / Notes:'. On the right side of the form, there are three instructions: 'Fill out this form to complete your request.', 'Use the "Add" button to request access for multiple doors or keys.', and 'Use the "Submit" button to send the request.'. At the bottom center, there are 'Submit' and 'Cancel' buttons.

5. Fill out the dialog as shown below.

New Key Request

Requester: Ramirez, Jose | 006500607 | FM-Administration

Recipient: Ramirez, Jose | 006500607 | FM-Administration
 Email: Jose.Ramirez@csusb.edu

Reason: Additional Access

Recipient Type: [Dropdown]

Requested Access

Key: [Type key name first letters]

OR

Building: [Dropdown]

Door: [Dropdown] Add

Additional Information / Notes: [Text Area]

Submit Cancel

Callouts:

- This will be your name, because you are doing the request
- Who will have possession of the key(s)?
- Select one of the reasons you are requesting the key or access
- Select a recipient Type (Staff, Student, Faculty)
- You can choose to identify the key(s) by Key name/number (if known) or by Building and Door
- You can request more than one key for the same Holder with this dialog.
- If you don't know the key name/number or cannot find the information in the drop downs. You can use the Notes box to add information of the request to assist the Locksmith.

6. Typing the first few letters will initiate a lookup, making it easier to find the Holder, Manager or Key. If you find the key you can add it by clicking on it and it will appear.

Requested Access

Key: [a]

- AOA000 | Master Key | AOA
- AOA000P | AOA
- AOA048 | AOA
- AOA100 | AOA
- AOA101 | AOA

Add

7. You can add multiple key(s) by repeating step six and clicking add. Once the key has been selected click the Approver drop down to select who will be approving your request.

OR

Building: [Dropdown]

Door: [Dropdown] Add

	Quantity	Key	Building	Door	Approver
	1	AOA000P AOA			Macias, Juan

Additional Information / Notes:

8. To request a key using the Building/Door drop downs, select the building first, and then the door.

Building

Door

	Quantity	Key	Building	Door	Approver
<input type="checkbox"/>	1	AOA000P AOA			Macias, Juan

9. Clicking the Add button will add the appropriate key for this door. Once the key is selected click on the Approver drop down to select the who will be approving your request.

Building

Door

	Quantity	Key	Building	Door	Approver
<input type="checkbox"/>	1	AOA000P AOA			Macias, Juan

10. You may add notes to the request if you desire.

Note:

Keys for new employee.

11. Click Submit when finished.

13. Your Key Request details will be displayed.

New Key Request

Requester: Ramirez, Jose | 006500607 | FM-Administration

Recipient: Ramirez, Jose | 006500607 | FM-Administration
Email: Jose.Ramirez@csusb.edu

Reason: Additional Access

Recipient Type: Staff

Quantity	Key	Building	Door	Approver
1	AOA000P AOA			Macias, Juan
1		FM - Facilities Mangement	114A OFFICE FM - Facilities Mangement FM - 1st Floor	Macias, Juan

Additional Information / Notes:
Test

Request 06172021-001 has been been created with status "NEW REQUEST"

Copy Request Close

14. Click Close to close the window.