How to Request Keys using Simple K Web Access

1. Using your web browser, launch the Simple K. (https://phyfac-key.mst.edu)

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

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

You will be transported to the Facilities Operations Key Request Site.
4. Click on **New Key Request**.

You will be presented with a New Key Request dialog.

- **Requester**: Test2, App (12345678)
- **Key Holder**: Type holder name (first 2 letters)
- **Key Manager**: Test2, App (12345678)
- **Expected by**: 2017-08-08
- **Account No**: 

**Requested Access**

- **Key**
  - Type key name (first 2 letters)
  - Quantity: 1
- **Building**: 093 CARD READER
- **Door**: 
  - Quantity: 1

**Note:**

*Fill out this form to complete your request.*

*Use the "Add" button to request access for multiple doors or keys.*

*Use the "Submit" button to send the request.*
5. Fill out the dialog as shown below.

6. Typing the first few letters will initiate a lookup, making it easier to find the Holder, Manager or Key.

7. To Add by Key Number, find the key and then click the Add button. (Generally you will keep the quantity at 1 since this is for one Holder.)
8. The Key will appear on the list:

<table>
<thead>
<tr>
<th>Building</th>
<th>Door</th>
<th>Key</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7E022 {MST}</td>
<td>1</td>
</tr>
</tbody>
</table>

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

10. Clicking the Add button will add the appropriate key for this door.

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

   **Note:**

   Keys for new employee.

12. Click Submit when finished.
13. Your Key Request details will be displayed.

14. Click Close to close the window.