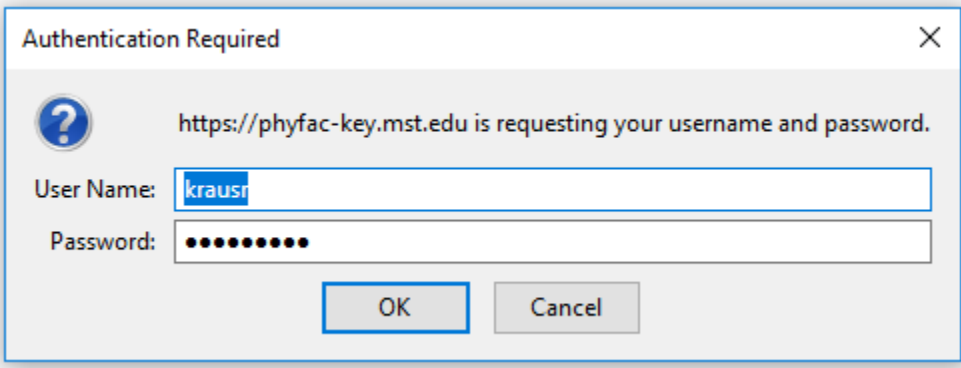


## How to Request Keys using Simple K Web Access

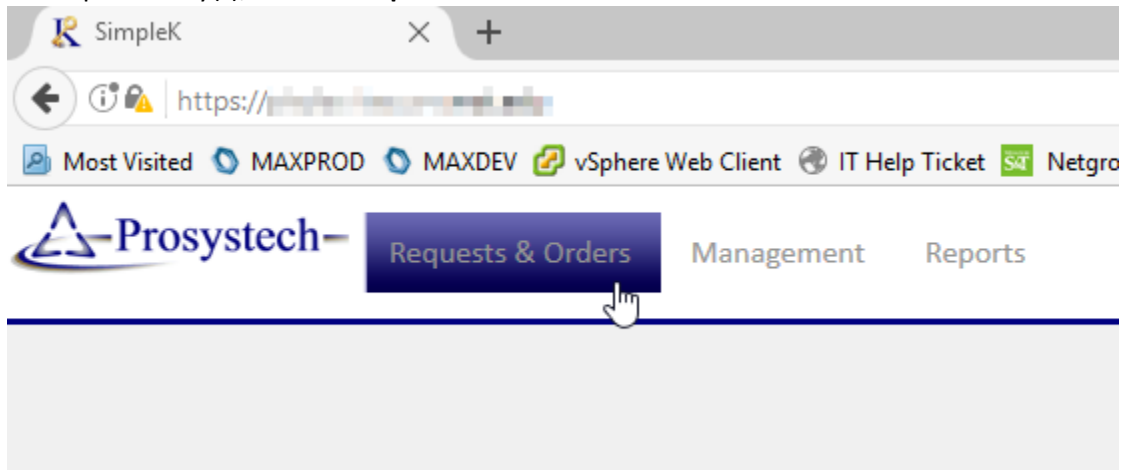
1. Using your web browser, launch the Simple K. (<https://simplek.mst.edu/simplek>)
2. Provide your network credentials to access the web application.



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



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



- Click on **New Key Request**.

gement reports

You will be presented with a New Key Request dialog.

- Fill out the dialog as shown below.

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

**Requested Access**

Key  Add

Building

Door  Add

7E026 {MST}

7E028 {MST}

7E029 {MST}

Note:

- To Add by Key Number, find the key and then click the key number on the drop-down list. (The key will automatically be added)

Key

6D066

Building

- The Key will appear on the list:

	Quantity	Key	Building	Door
<input type="checkbox"/>	1	6D066		

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

Building

Door  Add

102B

103

104

105

	Quantity
<input type="checkbox"/>	1

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

	Building	Door	Key	Quantity
<input type="checkbox"/>			7E022 {MST}	1
<input type="checkbox"/>	GENERAL SERV	103		1

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

Note:

Keys for new employee.

12. Click Submit when finished.

Submit

13. Your Key Request details will be displayed.

### New Key Request

**Your request: 19 has been sent**

Requester Test2, App {12345678,}

Key Holder Test, Herman {44445555,Faci

Key Manager Test2, App {12345678,}

Expected by 2017-08-08

Account No

Building	Door	Key	Quantity
		7E022 {MST}	1
GENERAL SERV	103		1
		6D066 {MST}	1

Note:  Urgent

Keys for new employee.

Close

14. Click Close to close the window.