How to Request Keys using Simple K Web Access

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

Authentication	n Required X
?	https://phyfac-key.mst.edu is requesting your username and password.
Addictited of Required Addictited of Required https://phyfac-key.mst. User Name: krausr Password: ••••••• OK	krausr
Password:	•••••
	OK Cancel

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

A-Prosystech-	Requests & Orders	Management	Reports		Robert Kraus	simpleK'
				See Facilities Operations		
D	l.₂			KEY REQUEST SITE		
				To Request a key, click on "Requests and Orders" up above.		
			SimpleK, Putting Key Control in Your Hands	©2013 Prosystech inc.		

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

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A-Prosystech-	Requests & Orders د	Management	Reports
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4. Click on New Key Request.

		Current Requests & Orders
New Key Request		
		New
Number	Urgent	Request date
11		2017 07 25 2

You will be presented with a New Key Request dialog.

New Key Request	
Requester Facilities Operations Key Holder Type holder name first 2 letters	
Key Manager	
Reason v	Fill out this form to complete your request.
Key Type key name first 2 letters OR	Use the "Add" button to request acces for multiple doors or keys.
Building V Door Add	, Use the "Submit" button to send the request.
Additional Information / Notes:	1

5. Fill out the dialog as shown below.

	New Key Request		
Requester	Facilities Operations	this wil	ll be your name
Key Holder	Type holder name first 2 letters	Who will	have possession of the key?
Kev Manage	Facilities Operations	this wi	ll be your name
, ,	Email @mst.edu		
Reason		~	not used at this time to
	Requested Access		complete your request.
Кеу Ту	pe key name first 2 letters		
	OR		You can choose to identify the key
Building	~]	Building and Door.
Door	~	Add	
Additional Ir	formation / Notes:		
			You can add pertinent information, and use this text box for any addition info the Locksmith may need.
	Submit Cancel		_

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

	Requested Access			
Key	7e		Add	Qua
	7E021 {MST}	۸		
Building	7E022 {MST}			
	7E026 {MST}			
Door	7E028 {MST}		Add	Qua
	7E029 {MST}	۷		
Noto				

7. 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)



8. The Key will appear on the list:

	Quantity	Key	Building	Door
×	1	6D066		

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



V Auu

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

ц.	(mm.(mm)			Mill Searchy St.	C
Buil	ding GENERAL SERV		~	Add Quantity 1	U: rec
	Building	Door	Кеу	Quantity	Hee
×	GENERAL SERV	103	7E022 {MST}	1 1	USE

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



12. Click Submit when finished.



13. Your Key Request details will be displayed.

	New I	Key Reques	t	
Your red	quest	: 19 has be	een sent	
Requester	Tes	t2, App {12	345678,}	
Key Holder	Tes	st, Herman {4	44445555,Faci	
Key Manager	Tes	st2, App {123	345678,}	
Expected by	201	7-08-08		
Account No				
Building	Door	r Key	Quantity	
		7E022 {MST}	1	
GENERAL SERV	103		1	
		6D066 {MST}	1	
Note: Keys for ne	w emp	bloyee.	Urgent	
			.:	
		Close		

14. Click Close to close the window.