How to Request Keys using Simple K Web Access

1. Using your web browser, launch the Simple K. ([https://simplek.mst.edu/simplek](https://simplek.mst.edu/simplek))

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

![Authentication Required]

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

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

![Requests & Orders]
4. Click on **New Key Request**.

You will be presented with a New Key Request dialog.

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.

![Requested Access](image)

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)

![Key Selection](image)

8. The Key will appear on the list:

![Key List](image)

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

![Building Selection](image)
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.