

 Search this site Facilities Services GVSU

Facilities Services

Key Request

Please login to continue.

Please log in using your GVSU Network username and password, the same username and password you use to log into your computer.

Username:

 swankc

Password:

 Sign in

Login using your
current GVSU
credentials.



 Facilities Services GVSU

Facilities Services

Requests

To make a new request, click Start a new Request



Name	Department	Status	Updated	Actions
Chris Swank	Facilities Services	Denied	7/20/15	<input type="button" value="🔍 View"/>



Search this site

 Facilities Services GVSU

Facilities Services

[Profile](#) [Requests](#) [Locations](#) [Logout](#)[Requests](#) » [New Request](#) » [General](#)

Request

Reason for the request *

Select a reason for the request

Location this key will be used *

Choose a location

Who are you making a request for? * Yourself Someone else

Select if the key is for you or someone else

Contact Information

If you need to update your name or email, you may do so from the [Profile](#) page.

First Name

Chris

Last Name

Swank

Email

swankc@gvsu.edu

Phone *

616-331-8562

Fill our your phone number, department, and job title

Department ***Job Title/Position ***

Key

Quantity**Building ***

Room *

202

Key Code

Delete

+ Add

After you click Add in the appropriate section, fill out the required fields for key being requested. if more then one type of key is required, click add again and fill out the additional blanks.

Access Card

+ Add

Key FOB

+ Add

Desk/File Key

Please use number engraved on the lock: ie. FR100

+ Add

Add additional comments if necessary

Additional Comments

Thank you!

Continue

Click Continue to confirm your supervisors email

 Search this site Facilities Services GVSU

Facilities Services

[Profile](#)[Requests](#)[Locations](#)[Logout](#)

Supervisor

 Janet Aubil My supervisor was not found in the list

Confirm your Supervisor's Email

[Continue](#)

Click Continue to submit your request