



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:

Password:

← Login using your current GVSU credentials.



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Choose Requests waiting on me and then click Search

Requests

▶ Start a new Request

Search... Requests waiting on me ▾ Incomplete ▾ Search

Name	Department	Status	Updated	Actions
Chris Swank	Facilities Services	Supervisor Waiting on me	7/21/15	View
Michael Szydowski	Housing - Main Office	Key Department	7/20/15	View
Janice Kuzee	Mathematics Department	Facilities	7/20/15	View
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Requests » View

Request

Reason for the request

Request Additional

Location this key will be used

Allendale Campus

[Update](#)

How was the request made?

The request was made by the individual the key(s) are for

Contact Information

Name

Chris Swank

Email

swankc@gvsu.edu

Phone

[616-331-8562](tel:616-331-8562)

[Review the details of the request](#)

Department

Facilities Services

Job Title/Position

IT Coordinator

Additional Comments

Sample Request

Supervisor

Name

Chris Swank

Email

swankc@gvsu.edu

Key

Quantity	Building	Room	Key Code
1	SER	TEST	n/a

Status

Step	Status	
Requested (Chris Swank)	Requested on 7/21/15 by Chris Swank	
Supervisor (Chris Swank)	Pending	<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="Remind"/>
Facilities	Awaiting Previous Step(s)	
Key Department	Awaiting Previous Step(s)	

Comments/Notes

Comments/Notes are only shown to administrators.

There are not any notes at this time.

Click Approve or Deny

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Click Submit