



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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# Facilities Services

To make a new request, click Start a new Request

- Profile
- Requests
- Locations
- Logout

## Requests

▶ Start a new Request

Search... All Requests ▼ Denied ▼ Search

Name	Department	Status	Updated	Actions
Chris Swank	Facilities Services	Denied	7/20/15	<a href="#">View</a>



Search this site

Facilities Services GVSU

# Facilities Services

- Profile
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## Requests » New Request » General

### Request

Reason for the request \*

Request Additional

Select a reason for the request

Location this key will be used \*

Allendale Campus

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 out your phone number, department, and job title

Department \*

Facilities Services

Job Title/Position \*

IT Coordinator

### Key

Quantity

1

Building \*

SER

**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





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## Supervisor

- Janet Aubil
- My supervisor was not found in the list

Confirm your Supervisors Email



Continue

Click Continue to submit your request

