

Please Log In	doej
username:	
password:	current email password

Please login using your Novell client login including your department container (the "dot your department" at the end of your username) and password. The Novell login is the first Username and Password you use when you start up your computer. For example, if your name is John Doe and you work in Human Resources, your Novell client login may be "doej.hr".

If you do not know your department container, please contact the Help Desk at x12101. They can provide it for you.

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Home

Supervisor Approval

Click on Supervisor Approval.

Welcome to the Extras Admin!

This section will allow you to manage the extra functions for Key Requests.

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Home

Supervisor Approval

Click on the staff members.

Supervisor Approval-Key Request -Pending

This page contains a list of staff members that have requested keys.

Pending | Approved | Denied | Archived

Name Entry Date Status

Michelle Holstege 5/27/2010 Pending

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Home Supervisor **Approval** Review your staff members key request.

Supervisor Approval-Key Request Details

This page contains the key request details.

Campus: Allendale Campus Name of Requesting Michelle Holstege

Individual: Department:

Assistant Job Title:

5/27/2010 Date Requested: Phone: 331-3845

Reason for Request: Request Additional Access

Comments: TEST ONLY!!!

Key Request

Туре	Quantity	Building	Room	Lock #	Expiration	Pin	Key Code/ Current #
key	1	MGM	MGM				MGM

Facilities

Status: Select the pull down to approve or decline the request.

Pending

or denied the request hit submit. A note will pop up confirming your decision to change the status of

Once you have approved

the request.

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