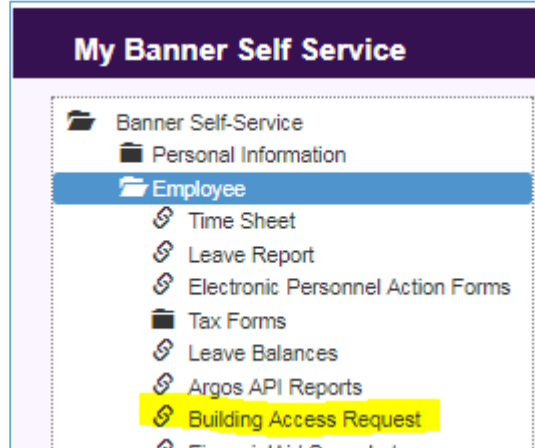


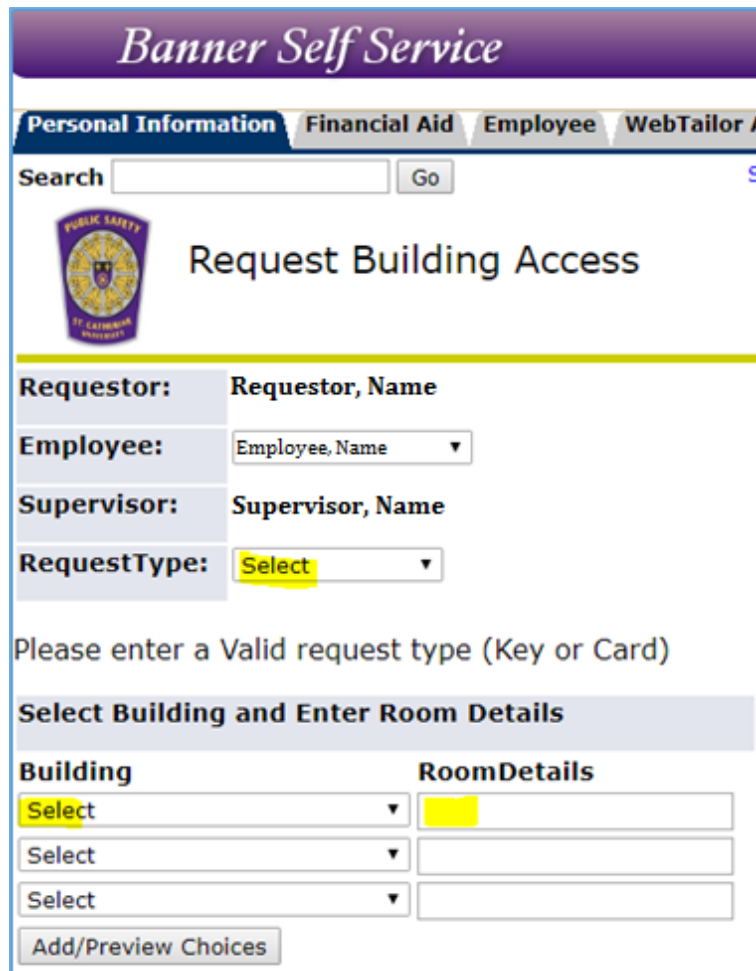
New procedure for issuing and authorizing campus keys and card access

Effective November 13, 2017, keys authorizations and card access requests will no longer be made using paper forms (*Key Authorization/Request Form* and *Matrix for Building Access*).

All requests and authorizations for building access (keys and card access) will now be done using the My Banner Self Service Portlet on Gateway. This feature can be found on Gateway as illustrated below.



After connecting to the Building Access Request link, Faculty and Staff will be brought to a screen in which access details can be defined. As illustrated below, a requestor (employee or supervisor of an employee) must select a “Key” or “Card Encoding” request type, and then specify the building and room/door details of the request. If access to more than 3 spaces is needed, additional requests can be made.



The screenshot shows the 'Banner Self Service' interface for 'Request Building Access'. The page includes a search bar, a navigation menu with 'Employee' selected, and a form with the following fields:

- Requestor:** Requestor, Name
- Employee:** Employee, Name (dropdown menu)
- Supervisor:** Supervisor, Name
- RequestType:** Select (dropdown menu, highlighted in yellow)

Please enter a Valid request type (Key or Card)

Select Building and Enter Room Details

Building	RoomDetails
Select (dropdown menu, highlighted in yellow)	
Select (dropdown menu)	
Select (dropdown menu)	

Add/Preview Choices

After completing the personnel information, clicking 'Add/Preview Choices' button. Once all required data has been entered, click the SUBMIT REQUEST button, as illustrated below:

RequestType:	Key ▼
Select Building and Enter Room Details	
Building	RoomDetails
Art Building ▼	top floor
Select ▼	
Select ▼	
<input type="button" value="Add/Preview Choices"/>	
<input type="button" value="SUBMIT REQUEST"/>	

If the request is for a Card Encoding, an acknowledgement message stating “email will be sent” will appear. If the request is for a Key, then the requestor will get key authorization page illustrated below:



Key Agreement

Key Request Application Guidelines:

In submitting this request for key authorization you are agreeing to the following terms or you are agreeing to provide the terms of this agreement to the person you are requesting a key for:

- The key holder accepts responsibility for the key(s) received for the full term of her/his employment.
- The key holder will not loan the key to any individual nor allow any person access to the rooms for which the key(s) requested access, regardless of that person's position or request.
- The key holder also understands that these keys will not be duplicated or transferred to any individual.
- The key holder agrees to report lost or stolen keys immediately to the Department of Public Safety, as a safety and security issue.
- The key holder acknowledges that lost keys require many resources to resolve, as such, the lost key charge will be a minimum of \$50.00.
- The key holder acknowledges that it will be her/his responsibility for the key(s) and all property secured by the lock(s) that the key accesses.
- The key holder understands that upon separation from St. Catherine University, she/he is responsible for returning the key(s) issued to her/him.
- If the key holder fails to return any such key(s), she/he agrees that St. Catherine University may withhold from her/his final paycheck an amount of \$50.00 per key.

[\(click here to cancel\)](#)

Clicking the “I Accept Final Submit” button will prompt a message that an email has been sent to the requestor’s supervisor for approval. Clicking Cancel will cancel the request.

Once a supervisor have approved a request, it will be processed by the Department of Public Safety.