HOW TO ORDER KEYS

Please adhere to these instructions for a smooth request.

1) Fill out online form here: https://emu.uoregon.edu/key-and-access-office/key-orders-and-issuances
   a. Fill out fully and completely
   b. Include name, 95#, department name, affiliation (faculty/staff/student), building and room(s) number.
   c. The check boxes are **only** for Replacement keys and Consignment/Department-Use keys
      i. Check only that applies or leave blank
      ii. **Only** offer an **index** if **one or both** of the boxes are checked
      iii. If neither box is checked, do NOT offer an index
   d. Use "comments" box for any special instructions
   e. Consignment/Department-Use keys must be assigned to a contact person within the department; on their keyholder account, the key will be designated as consignment/department-use
2) Fill out the physical Key Issuance form fully and completely
   a. **The online form and the hard copy form MUST MATCH**
   b. Include name, 95#, department name, affiliation (faculty/staff/student), building and room(s) number.
   c. Sign the Authorized Signature line and include date
      i. **Both copies (white and carbon) are required to be turned in during key pick-up**
      ii. The top white copy will be sent back to department after processing
   d. The Key Issuance form can be given to key holder to turn in during key pick-up OR the form can be dropped off prior to key holder pick-up (and then filed with key) OR the form can be sent in campus mail to the EMU ID office (however, the ID office is not responsible if the form comes later than the key holder)
3) **The Key Issuance form is required for key pick-up—no keys will be released without the form**
4) **It is the department's responsibility to provide the Key Issuance form for their personnel**
5) To request more Key Issuance forms, please contact keyaccess@uoregon.edu and include amount needed and whether they will be picked up or should be sent campus mail.

What it should look like on the online form:

INCORRECT   **CORRECT**

```
                                    ==Building and Room Details==
                                     Building(s): na
                                     Room(s): na
                                     Replacement Key(s): No
==Building and Room Details==        Department-Use Key(s): No
 Building(s): na                     Index to Charge for Replacement or Department-Use Key(s):
 Room(s): na
 Replacement Key(s): No
 Department-Use Key(s): No
 Index to Charge for Replacement or Department-Use Key(s):
INDEX
```

9/8/2023

CORRECT

==Building and Room Details==
Building(s): ba
Room(s): ba
Replacement Key(s): Yes
Department-Use Key(s): No
Index to Charge for Replacement or Department-Use Key(s):
INDEX

CORRECT

==Building and Room Details==
Building(s): ba
Room(s): ba
Replacement Key(s): No
Department-Use Key(s): Yes
Index to Charge for Replacement or Department-Use Key(s):
INDEX

CORRECT

==Building and Room Details==
Building(s): ba
Room(s): ba
Replacement Key(s): Yes
Department-Use Key(s): Yes
Index to Charge for Replacement or Department-Use Key(s):
INDEX