Instructions for filling out SIUE Digital Key Request and Transfer Form

General Information

If you have any questions or encounter any issues, please contact Key Control for assistance at 650-3200 or 650-3201. You may also email questions to FMKEYCONTROL@SIUE.EDU.

1. Use of this form is voluntary, but preferred. Paper forms will still be available for circumstances that do not work well for the use of this digital form.
2. One key form is needed for each key you request for each person.
3. Please request keys for the people who will be using them.   Do not request keys in your name when they are intended for others. This reduces the amount of work needed to get the key to the person who needs it.
4. Make every effort to verify the accuracy of the data entered before sending to Key Control.
5. Digital signatures are required to use this form, so be sure to confirm that the person you are sending this form to has one. Adobe Acrobat will walk users through setting one up if they don't have one.
6. Use Microsoft Outlook for windows as your default email application for proper functionality.
7. Use the buttons on the form for emailing for best results.

These fields are always required regardless of "Issue Type".

1. Enter the first and last name of the person who is taking possession a transferred key or receiving a new key.
2. Enter all 9 digits of the SIUE University ID number. The field will automatically format the number to have dashes in it, so it is easier to read. If the person is not an employee of SIUE, enter all zeros.
3. Use the arrow on the right side of the Personnel Class dropdown to select the appropriate classification for the person listed at the top of the form. The choices are:
    a. 01   Faculty
    b. 03   Staff
    c. 04   Student
    d. 07   Vendor/Contractor
4. Use the arrow on the right side of the Department Name dropdown to select the department who will account for this key during the annual key inventory. You can move through the options quickly by repeatedly pressing the first letter of the department name. A number will follow the department name which originates from AIS Crosswalk. It is an old account number that is only used to identify your department in our software so if you change your department name, your FAS Account number remains the same.
5. The last thing to do before sending the form to Key Control is to have the fiscal officer digitally sign the Fiscal Officer signature field and enter approval date. This will activate the "Send to Key Control" button. It will not function until all required fields are complete.

These fields may be required depending on which "Issue Type" you select.

"Issue New Key requires:

6. Type in the budget purpose number for the account you wish to use to pay for the key. This does not necessarily need to be associated with the department name you list, but you must be the fiscal officer of the account to sign as Fiscal Officer.
7. Enter Building name. Preference is to use and abbreviation like VC instead of Vadalabene Center or MUC instead of Morris University Center. The box only allows 12 characters so that the name does not become too small to read.

8. Enter the room number(s) that you want a key for.

Optional Fields:

9. You can enter the Key Code if you know it, but it is not required.
10. You may also type a description of what you need above the key code, but it is not required.

"Transfer Key From" requires:

11. Enter the name of the person who is surrendering the key to the person listed at the top of the form. The preferred format is LAST NAME, FIRST NAME.
12. Enter the Key Code of the key being transferred, but not the serial number, which is usually below the key code. If the code is similar this format- "AZ###", input the small letter on the key at the beginning of the code. So if there was a small M by the blade of the key, enter MAZXXX for the key code. The number below will be the serial number.
13. Enter the serial number in the SN field.
14. Transfers sent to Key Control using this form require a digital signature from the person receiving the key. The "EMAIL FOR SIGNATURE" button will create an email, place the name of the person receiving the key in the TO: line of the email and automatically attempt to find the email address of that person by last name. You may need to select their name from a list to finish filling the email address. If it does not automatically populate, enter email address manually. Review the email and then send to the person who is receiving the key for their digital signature.
15. The person who signs the form should then use the "SAVE FORM" button to save the form to a location on their device, and then return it to the original sender.
16. Once receiving the key form back, have the Fiscal Officer sign the "Fiscal Officer Signature digital signature field and enter approval date.

Send the Form

17. Click on "SEND TO Key Control". The following will be the results of pressing the button. It will automatically create and open an email with the completed key request attached. The following information will populate automatically.

    a. For "ISSUE NEW": The email address fmkeycontrol@siue.edu and fmserv@siue.edu will populate in the TO line of the email and "NEW KEY REQUEST ATTACHED" will populate the center of the subject line.
    b. For "Transfer Key From": The email address fmkeycontrol@siue.edu will populate the TO: line of the email and "TRANSFER KEY FORM ATTACHED" will populate the center of the subject line.
    c. The name of the person receiving the key will be added to the beginning of the subject line and the department name will be added to the end of both emails.
    d. Do not delete email addresses, but you can add some if you want others to have a copy of the initial key request form.
    e. Review the email and send it to the specified recipients.
    f. For new key requests, your work order will be created as soon as possible after submitting. This does not mean that the key is ready. You will be notified by email when the key is ready at the Bursar office.