How to Submit a Key Request

1. Go to the Facilities Management webpage at https://www.uml.edu/facilities/Service-Requests/form/
2. Log in using your UML credentials.
3. Your information (name, phone number and email) will automatically populate.
4. To submit a request on behalf of someone else, check the box and select a name from the directory. See check box circled in red below.
   a. Click the “Search for Supervisor” button to select the name of your supervisor from the directory.
   b. The submitter as well as the Supervisor will receive an email notification.
   c. The Supervisor will be required to click the link in the email and approve or deny the request.

* Students should submit requests through their department
5. Once supervisor name is selected their information will populate. See image below.

6. Select your key pick up location from the dropdown.
7. Check the box if someone other than the key holder, supervisor or submitter will be picking up this request. Select name from the directory.

![PICKUP]

Where you would like to pick the key up?

Select a pickup location...

 Someone other than the key holder, the supervisor, or the submitter will be picking up this request

Please select the person that will be picking up this request.

Search for pickup person

![PEOPLE SEARCH]

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>ID Number</th>
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Entire Directory  Faculty/Staff Only  Students Only
8. Enter key information including location and Key Code then click “Submit Request”.

9. Submitter and supervisor will receive an email notification once keys are ready for pickup.
10. Should the request be rejected at any point in the process, the Submitter and supervisor will receive an email notification indicating the reasons for the rejection.
11. You can check the status of your request at any time by clicking on “My Requests”. See below.