Using Lynx

Self Service

At WSU

Building/Room Access Requests
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Building/Room Access Request are for individuals who need access to outer building doors as well as inner office doors within a building. This also includes buildings with electronic access. Electronic card access is primarily for exterior doors, but will eventually include interior areas as well. The buildings that currently have electronic card readers are:

- Social Science
- Lampros Hall
- Wattis Business Building
- Education Building
- Facilities Management (part)
- Union Building

Currently, requests for electronic access can only be submitted for Lampros Hall. This will change, but for now, that is the case.

To begin a request for a key, log into the eWeber portal, and go to the Staff Tab and click on the Lynx Self-Service Folder. Select Employee. Requests through Self Service should only be submitted for faculty/staff/hourly employees with groupwise accounts. The paper key request is still available for non-employees of WSU.

Welcome, Sarah C. Rivkind, to Weber State's Lynx System!

Last web access on Jan 29, 2008 at 08:50 am

Personal Information
View information or marital status, review name or social security number change information.

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Finance
Create or review financial documents, budget information, approvals.

RELEASE: 7.4
Select **Building/Room Access Request** from the list.

Your name and W# will automatically be entered in the request form. If you are not submitting a request for yourself, select **No**.

Fill in the W# of the person you are requesting keys for if it is not yourself. You must enter a W# if you are not requesting keys for yourself.
Select the type of key you will need, a physical key or a card for electronic access buildings.

<table>
<thead>
<tr>
<th>Access Type Needed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Key</td>
<td>Card</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Access Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Issue</td>
</tr>
<tr>
<td>Lost Key or Card (police report required)</td>
</tr>
<tr>
<td>Damaged Key or Card</td>
</tr>
<tr>
<td>Exchange (approval required)</td>
</tr>
</tbody>
</table>

Name: Rivkind, Sarah Cossey  Date: 29-JAN-08
W#: W00003603  Phone: 801.626.6368
Department: Human Resources  Position: Training and Development Coordinator

Next, you need to select the **Reason for Access Type** or the reason that you are requesting the key.

- **Original Issue:** The first time you have received a key for this door.
- **Lost Key or Card:** If you have lost your key or card, select this option, but only after you have filed a police report. If a police report has not been filed, your request will be denied.
- **Damaged Key or Card:** If your key has been damaged or is not working, select this option.
- **Exchange:** If you have moved offices, and need to exchange your keys, select this option. When you go to Facilities Management to pick up your new key, bring your old key with you to exchange. You still have to do a request for the new key.
Next, select whether you, or the person you are requesting keys for, are Faculty, Staff, Student, Hourly, or Other. (Hint: Student hourly employees fall under Student, not Hourly.)

![Select person for supervisory approval](image1)

You must select 2 levels of approval for your request. The first one is your immediate supervisor, and the second one is your supervisor’s supervisor. (see circled items above for example.)

Next, select the building you need access to from the alphabetical list (see highlighted portion). If the request is for an outside door, check the box. (Note: If you are requesting a key to the outside door as well as a key to a room in that building, you must do two separate requests.)

![Selected building and request](image2)

Next, read the agreement and click Submit to submit your request.
If you request access to an outside door, you will receive a message that looks like this:

Note:
You are requesting building access only. Please click ‘SUBMIT’ to continue or use your browser’s back button to select a different option.

If you submit a request for a room inside a building, the following form will appear:

Select the room number from the drop down list (see circled area above). Once you select the room, click on Submit again to send the request.

- If you are requesting a key to a Suite Master, Classroom Master, or Department Master, please indicate in the Special Request box the details of the keys that you need (i.e. room numbers, department name, suite number, etc.).
- Building Master keys still must be submitted on the paper form because they require a VP approval in addition to the two supervisor signatures.
The following confirmation screen will appear, listing the information you selected in your request.

<table>
<thead>
<tr>
<th>Facilities Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your request has been successfully submitted.</td>
</tr>
<tr>
<td>The following information was obtained:</td>
</tr>
<tr>
<td><strong>W#</strong> - W00003603</td>
</tr>
<tr>
<td><strong>Requestor</strong> - <a href="mailto:srivkind@weber.edu">srivkind@weber.edu</a></td>
</tr>
<tr>
<td><strong>Department</strong> - Human Resources</td>
</tr>
<tr>
<td><strong>Building</strong> - ALUMNI</td>
</tr>
<tr>
<td><strong>Room</strong> - 105</td>
</tr>
<tr>
<td><strong>Supervisory Approval</strong> - <a href="mailto:vlynch@weber.edu">vlynch@weber.edu</a></td>
</tr>
<tr>
<td><strong>Second Level Approval</strong> - <a href="mailto:vlynch@weber.edu">vlynch@weber.edu</a></td>
</tr>
<tr>
<td><strong>Special Requests</strong> - I like to cook, so please give me a key to the kitchen.</td>
</tr>
</tbody>
</table>

To terminate request, contact the person listed in the Supervisory Approval field.

You will be notified by e-mail when your key is ready to be picked up at the Facilities Management Business Center.

**RELEASE: 1.0**

You will be contacted by email when your keys are ready for you to pick up in the Facilities Management Business Office. You are required to pay a one-time $25.00 deposit or sign for payroll deduction for the key deposit. You will get this key deposit back upon successful return of your keys when you leave Weber State. Keys will be ready within three business days after level 1 and level 2 supervisor approvals. Questions regarding access issues should be directed to Facilities Management at 626-6331.

Electronic access rights will be granted by the appropriate Area Access Manager upon the completion of the approval process. Questions regarding Electronic Access should be directed to the appropriate Area Access Manager located in the area or department that you are requesting access rights.
Once your request has been approved or rejected, you will receive emails updating the status of your request. If your request is rejected for any reason, you will receive an email with details regarding why the request was rejected. Below is an example of a rejection email.

Below is an example of an email you will receive when your keys are ready for pick-up at Facilities Management. Keys will be held for 30 days and then returned to inventory if not picked up. You will have to submit another request if you don’t pick up your keys within 30 days.
Supervisors Approving Building/Room Access Requests

Employees must submit key requests with two areas of supervisory approval. If an employee selects you as either their first or second level supervisor, you will get an email explaining that there is a request for you to complete. The email message contains a link to log into workflow.

Do not approve requests for employees that you do not supervise or who do not work in your department, college, or division.

You will log into Workflow using your Wildcat Username and Password.
When you log into Workflow, you will see your Worklist. This is where all the requests wait in a queue for your approval. You may only have one request waiting or several. Click on the blue text that is titled Key Request.

The following form will appear for you to read. Make sure that you read through the information carefully to check exactly what the employee is requesting. If you are the second level of approval, it will list who approved the request before you. To complete the request you must follow 2 steps (circled items):

- Either Approve or Reject the request. You also have the opportunity to provide any comments or reasons if you reject the request.
- Then, you also must click Complete whether you are approving or rejecting the item. Do not click Save & Close, this will just save the item to your worklist and you will have to complete it later.

After completing the workflow, you will be returned to your worklist. If you have additional items to approve, follow the steps above to approve those requests.
Below is an example of what the Worklist looks like when you have completed everything in it.

Instead of logging into Workflow from the email link, you also have the option to add the Workflow Worklist as a channel in eWeber. Click on Open Workflow in the bottom right of the Workflow Worklist channel (see example below) and it will take you directly into Workflow without having to log in.

If you have questions about where a request is in the process, you may call Viron Lynch at 626-6683 or Tammy Agee at 626-6311.