



Keys and Electronic Access (KEAS)

User Manual

Revised 03/28/2019

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Introduction

Welcome to Weber State University's online building access request system called Key and Electronic Access System (aka KEAS, pronounced like keys).

This KEAS manual is intended to provide user instructions for all employees who require key or card access to spaces on all Weber State University campuses, for supervisors who approve access requests, and Area Access Managers who assign electronic access.

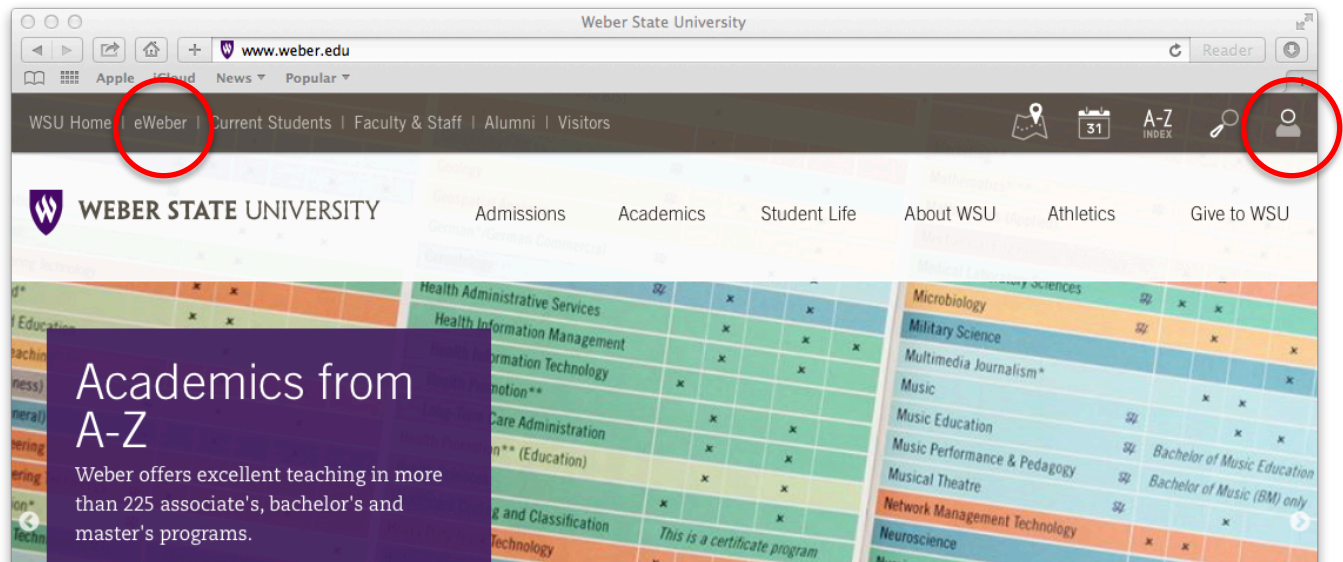
The system offers two options for requesting building access for Weber State University employees. The first option allows an employee to create his or her own key or access request, while the second option allows for another departmental employee to create the key request on behalf of the key holder. This manual will show you both options.

Please note that your individual screen may look slightly different than the images presented in this manual. This can be due to several reasons such as continued application development, differences in user roles and responsibilities, or different browsers. Please contact Facilities Management should you have any questions as they are happy to provide individual training whenever necessary. A contact list is provided at the end of this manual for your convenience.

Part I: Accessing the System

Logging into eWeber

To log into KEAS you will need to log into eWeber at www.weber.edu. Begin by clicking either the eWeber link or person-shaped log-on link on the home page – both are circled below.



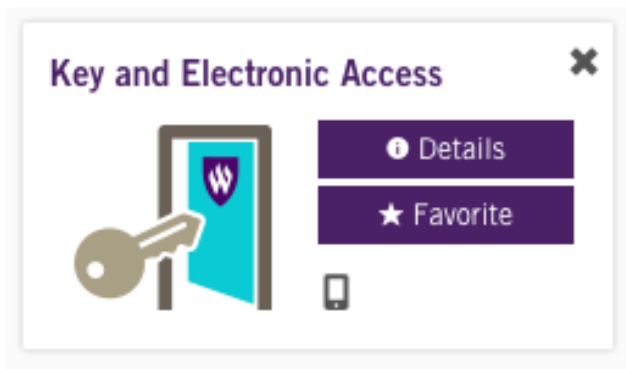
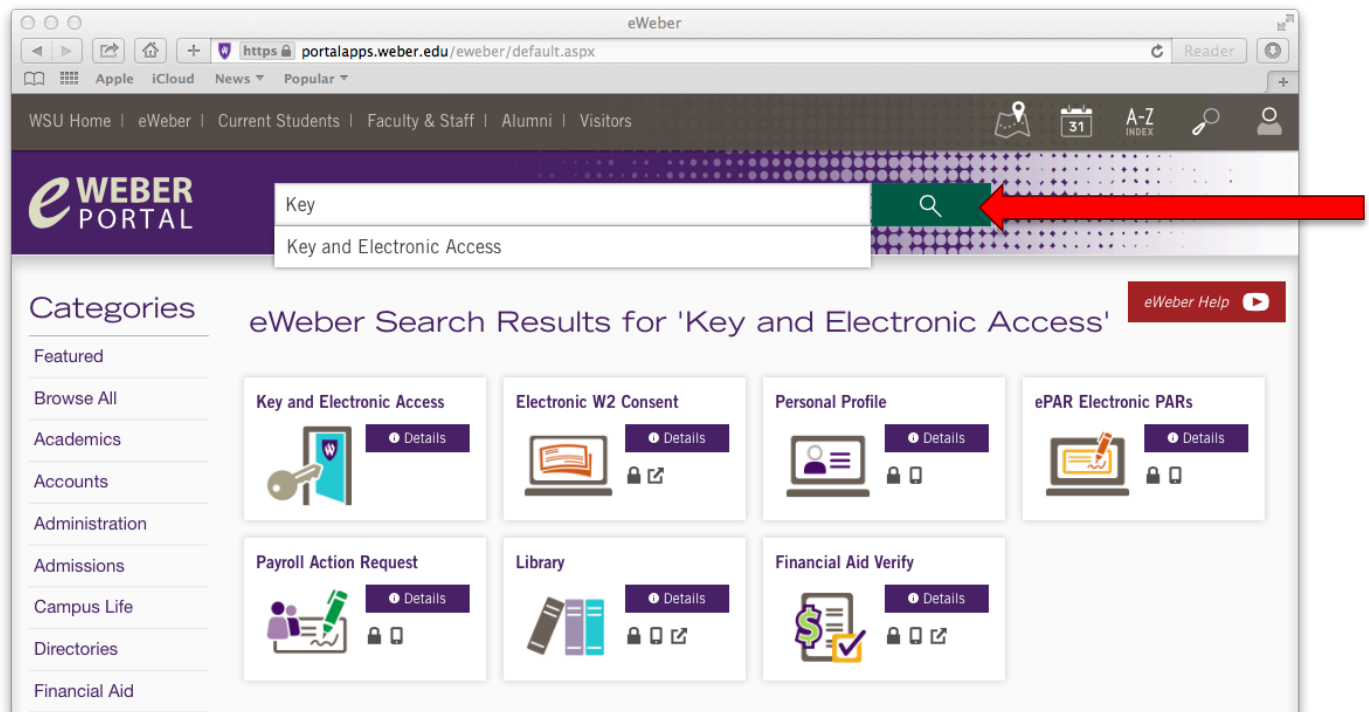
Next, enter your Wildcat username and password on the University's home page in the fields indicated in the graphic below, and then click **Log In**.

A screenshot of the Weber State University login page. The page has a dark blue header with the Weber State University logo and name. Below the header, there is a login form. Two red arrows point to the 'Wildcat Username' and 'Password' input fields. The 'Log In' button is circled in red. To the right of the login form, there is a 'Welcome to CAS' section and an 'IT Support Desk' section. The 'IT Support Desk' section includes a phone number '801-626-7777' and a link to 'IT Support Chat'.

Logging into KEAS

If you do not see the eWeber channel for KEAS, you can search for it using the search bar located at the top of the window, as shown below.

Enter the word **Key** for your search, then press enter or click the magnifying glass.



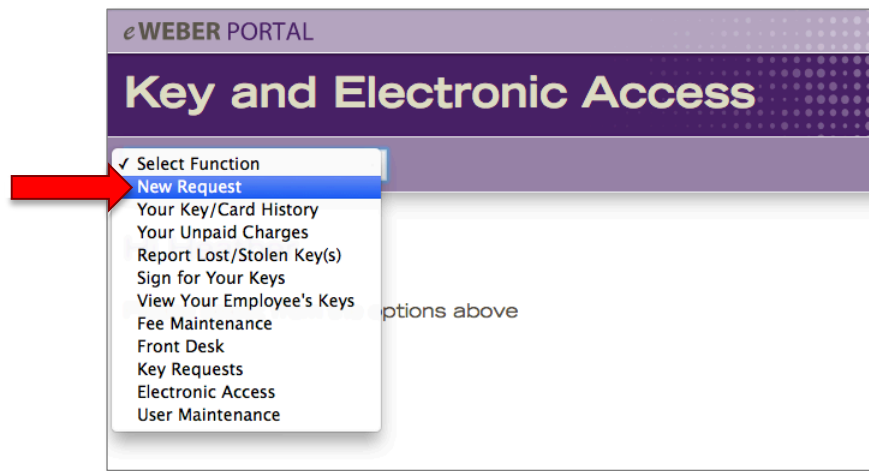
You may wish to add the channel to your Favorites by clicking the **Favorite** button.

Click on the channel to log in.

Part II: Instructions for Employees Requesting Access

Requesting a Key or Card Access

Click on the dropdown menu reading 'Select Function' and select **New Request**.



An access request screen will appear displaying your current information on file.

Request Door Access #1

[Change Person](#)

Name: Couturier, Heather **Category:** Staff
Job Title: Administrative Specialist III **Prox Card:** Y
Department: Facilities Management **Deposit on File:** 25
Phone: (801) 626-8042

Current Building Access

Key #	Seq #	Issue Date	Return Date
CPE2	2	11/02/2016	

Select person for 1st approver
Stauffer, Wayne D

Select person for 2nd approver
Code, Shawna

[Add New Access](#)

Building Access Requested

Bldg	Location	Special	Type	Outside	Granted
Campus Services	100A		ELEC ACCESS		Delete

[Submit Request](#)

The top section shows your current position information, any key deposit on record for you, and if a 'PROX' card has been issued to you.

Next, your current building access assignments are displayed.

Your first & second level supervisors will be displayed.

Finally, any pending access requests will be displayed.

As you get used to using the system, you'll need this guide less often; however, as you begin, asking the following questions will assist you in requesting the right access and assist us in ensuring you get the access you need to complete your work.

1. Who needs access?

If you are requesting electronic access or a key for yourself, move on to the next step.

If you need to request access for another employee in your department, click **Change Person** in the upper left area of the page (just above your name) to search for & select the employee using their name.

2. Who are the proper approvers for the request?

Verify the 1st and 2nd level supervisors for the access request, making adjustments *only if necessary*.

***TIP!** Only those employees supervising salaried staff or faculty are able to approve key and electronic access requests.*

You may need to change the approvers in the following circumstances:

- If requesting a key or access for ***a different area or building*** than your department's primary area. Some examples include:
 - Developmental Math employees who need access to Lampros Hall must set their second approver to the approving authority for Lampros Hall.
 - Access requests for IT Security Sensitive areas must set the second approver to the approving authority for these areas.
 - Facilities Management employees needing electronic access to any areas other than IT Security Sensitive areas.
- If requesting ***a key requiring higher level authorization***, as listed in [PPM 5-44](#), such as a Department Master key, a Building Master key, or a Facilities Spaces key.
- If requesting a key for ***someone other than yourself***.

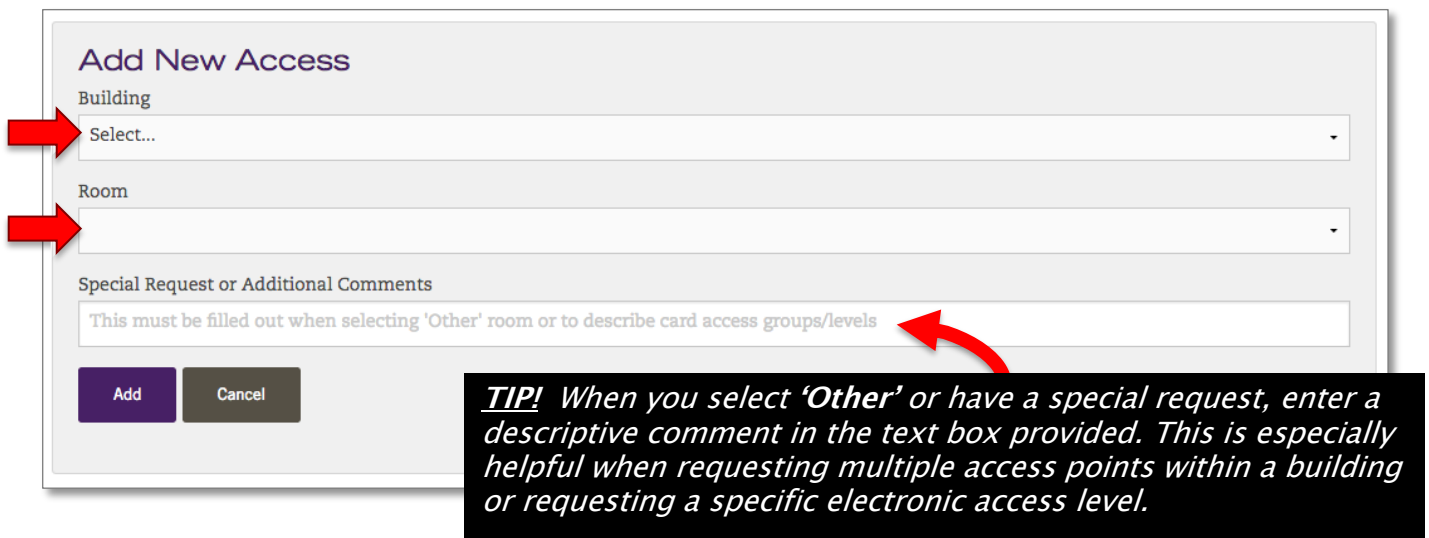
Refer to PPM 5-44 or our website to verify approving authorities are accurate. If you have questions, contact the [Facilities Management Key & Lock Shop](#) for guidance.

3. What type of access is needed?

The type of access you need will affect how you complete your request.

- Do you need access to an individual room/door?
- Do you need access to a small number of rooms/doors?
- Do you need access to a large number of rooms/doors?
- Do you need electronic access?

Click **Add New Access** to review the screen access request options



The screenshot shows a form titled "Add New Access". It has three main input fields: "Building" with a dropdown menu showing "Select...", "Room" with a dropdown menu, and "Special Request or Additional Comments" with a text box. A red arrow points to the "Building" dropdown, another red arrow points to the "Room" dropdown, and a third red arrow points to the "Special Request or Additional Comments" text box. Below the text box are two buttons: "Add" (purple) and "Cancel" (grey). A black tip box with white text is overlaid on the bottom right of the form.

TIP! When you select 'Other' or have a special request, enter a descriptive comment in the text box provided. This is especially helpful when requesting multiple access points within a building or requesting a specific electronic access level.

4. What building do you need access to?

Select the building you are requesting access to from the dropdown menu. This is fairly straightforward for most requests. Exceptions include IT Security Sensitive areas and Facilities Management employee access.

5. What room or area in the building do you need access to?

Select the room number from the dropdown menu. If you are unable to locate your room number, or are requesting a specific electronic access level, select '**Other**' from the menu and enter a comment.

When done, click **Add** to add this key/access request to your KEAS request.

If you need access to additional areas, click **Add New Access** and repeat the process.

When done, review your request for accuracy, verifying the building, room, and any added comments.

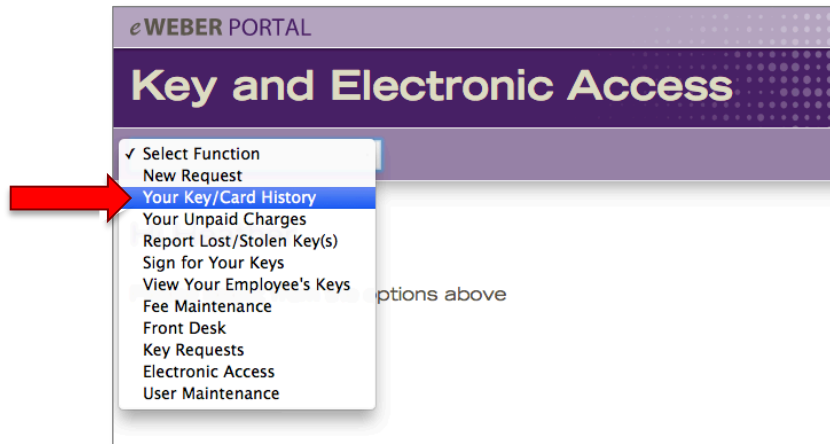
Click **Submit Request** to forward the request to the approver for review. You will receive an email notifying you when the request has been completed or if your request is denied for any reason.

Building Access Requested						
Bldg	Location	Special	Type	Outside	Granted	
Campus Services	110		STEEL KEY			Delete

Submit Request

Viewing Key and Electronic Access History

Using the 'Select Function' dropdown menu, select **Your Key/Card History**.



Your history page will display your current information on file, currently issued and returned keys and card access, as well as any charges or refunds.

Clicking the **View Access** link for a key allows you to see what doors your key opens, helping you avoid requesting duplicate keys.

Should you find any discrepancies in the information listed on your Access History Page, contact the FM Key & Lock Shop.

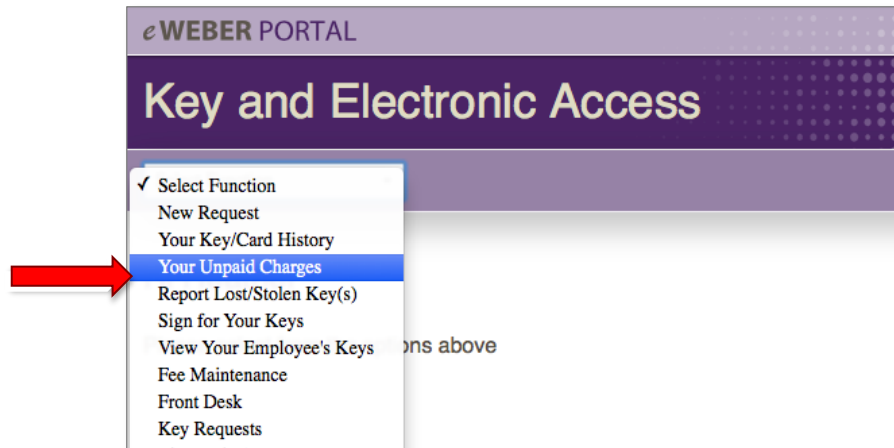
We will investigate and resolve the issue.

A screenshot of the eWEBER PORTAL interface showing the 'Key and Electronic Access' page. The 'Select Function' dropdown menu is set to 'Your Key/Card History'. The page displays the 'Access History' section with user details: Name: Couturier, Heather; Job Title: Administrative Specialist III; Department: Facilities Management; Phone: (801) 626-8042; Category: Staff; Prox Card: Y; Deposit on File: 25. Below this is a table for 'Current Building Access' with columns: Key #, Seq #, Issue Date, Return Date, and Lost Date. The table contains one row: CPE2, 2, 11/02/2016, and a 'View Access' link. The 'Charges/Refunds' section is also visible at the bottom.

Key #	Seq #	Issue Date	Return Date	Lost Date
CPE2	2	11/02/2016		View Access

Viewing and Paying Unpaid Charges

Using the 'Select Function' dropdown menu, select **Your Unpaid Charges**.



If you do not have any unpaid charges, the screen will simply state **Nothing to Pay!**

If you do owe any charges, this screen will allow you to see what those charges are and provide you with the opportunity to make any payment arrangements.

Reasons for Pending Charges

All WSU Personnel who are key holders are to maintain a *refundable* key deposit on file. The current deposit amount is \$25. Key deposits may be paid at the cashier's window, online with a credit or debit card, or through payroll deduction in one, two or four installments.

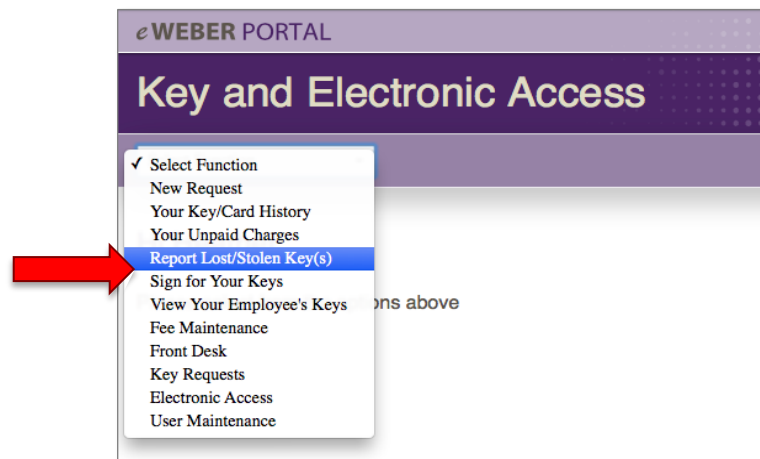
This deposit will be refunded to the direct deposit account on file through Payroll when the key holder has returned all issued keys to the FM Key & Lock Shop.

Key deposits paid with institutional funds will be refunded to the original index charged for them upon receipt of all related keys.

Other charges could include Lost Key Fees and replacement deposits in the event of lost or stolen keys. Lost Key Fee payments made through payroll deduction may not exceed one (1) year, or 24 payroll deduction installments. These charges are fully refundable if a lost or stolen key is found and returned. Refer to [PPM 5-44](#) for additional information.

Reporting Keys as Lost or Stolen

Using the 'Select Function' dropdown menu, select **Report Lost/Stolen Key(s)**.



The Lost/Stolen Key reporting page will display your current information on file, currently issued and returned keys and card access, as well as any keys previously reported as lost or stolen.

Clicking the **Report** link in the Lost/Stolen column allows you to report your key as missing to the FM Key and Lock Shop.

eWEBER PORTAL

Key and Electronic Access

Select Function ▾

Report Lost/Stolen Key(s)

Name: Couturier, Heather **Category:** Staff
Job Title: Administrative Specialist III **Prox Card:** Y
Department: Facilities Management **Deposit on File:** 25
Phone: (801) 626-8042

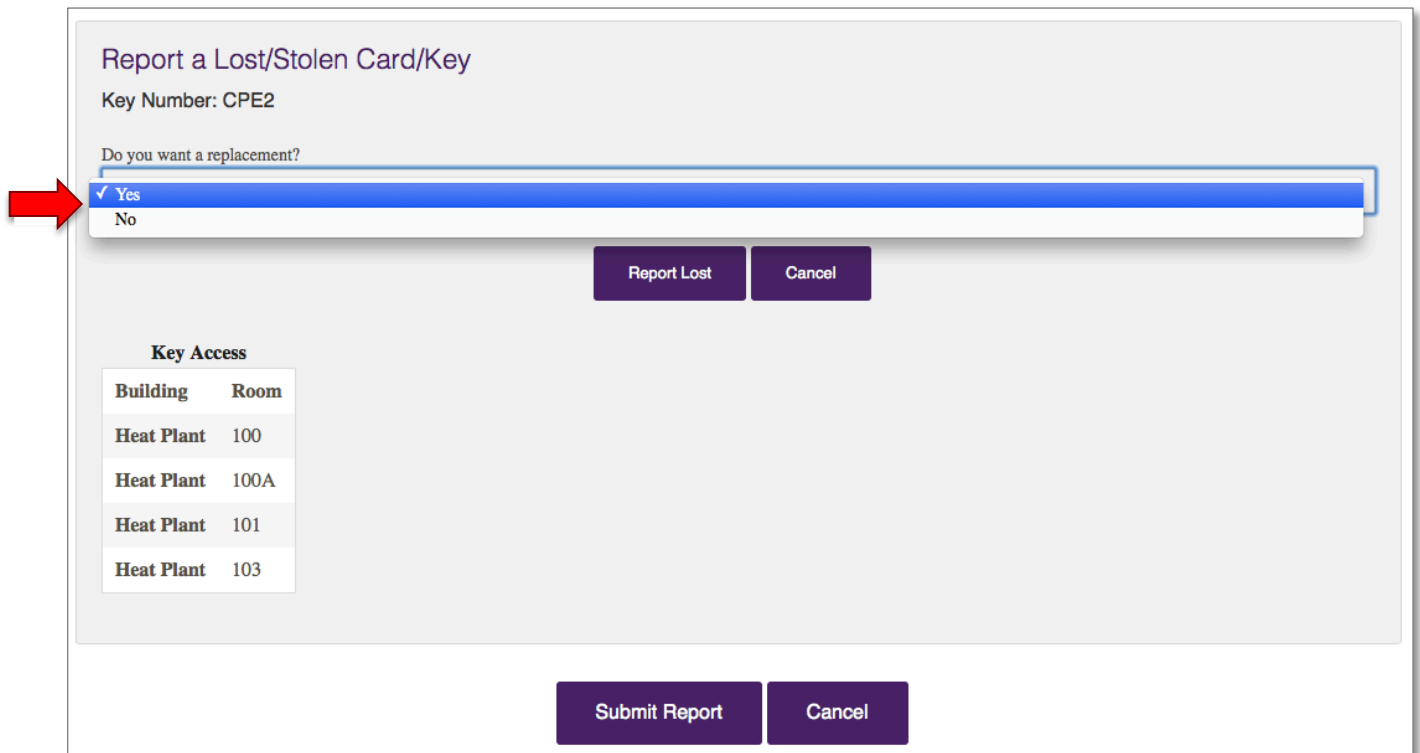
Current Building Access

Key #	Seq #	Issue Date	Return Date	Lost Date	Lost/Stolen
AA1	12	03/08/2017			Report
CPE2	2	11/02/2016			Report

Submit Report **Cancel**

After clicking **Report**, a confirmation screen will appear. Use the drop down menu to indicate if you are requesting a replacement key for the one you are reporting as lost or stolen, and then click **Report Lost**.

Repeat this process for each key that is missing.



Report a Lost/Stolen Card/Key

Key Number: CPE2

Do you want a replacement?

☒ Yes
☐ No

Report Lost **Cancel**

Key Access	
Building	Room
Heat Plant	100
Heat Plant	100A
Heat Plant	101
Heat Plant	103

Submit Report **Cancel**

When all lost or stolen keys have been entered, click **Submit Report** to report the key(s) as lost or stolen to Facilities Management.

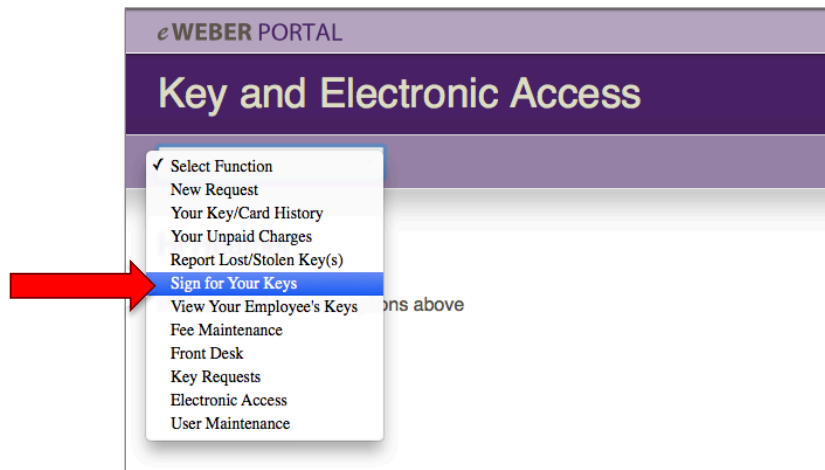
Additional steps are required when a key has been lost or stolen, per University policy.

Refer to [PPM 5-44](#), Section IV, C, 6 for additional details, or contact the Key & Lock Shop for assistance.

Picking-Up and Signing for Keys

Keys must be picked up and signed for by the key holder at the time they are issued. Once you have received an email notification that your key request is ready for pick-up, you will be able to pick your keys up from the FM Key and Lock Shop. Upon arrival, Facilities Management personnel will ensure all charges have either been paid or that payment arrangements are in place before issuing any keys.

When instructed by the personnel issuing you the key, you will log into KEAS via eWeber and select **Sign for Your Keys** from the dropdown menu.



You must indicate that you have read, understand, and agree to the keyholder responsibilities and Best Practices for Building Security prior to receiving your key(s).



WEBER STATE UNIVERSITY

Facilities Management

Thank you for coming to pickup your new key(s).

Did you know...

there are almost 10,000 access points, and over 2,000 unique key types on campus? The security of Weber State University buildings is essential for the safety and protection of University students, personnel and equipment.

Being in possession of a Weber State University key(s) means that you understand and agree to the conditions listed on the back of this card.

For a complete outline of Weber State University Key Policies please refer to www.weber.edu/facilities/Keys_and_Access.html



Being in possession of a Weber State University key(s) means that you understand and agree to:

- The security of Weber State University buildings is essential for the safety and protection of University students, personnel and equipment.
- You will not loan or give your key(s) to any other person.
- You will safeguard your key(s) at all times.
- When you no longer need the key(s), you will promptly return them to WSU Facilities Management or, if needed, Human Resources.
- If you lose your key(s) or they are stolen, you must complete the following steps:
 1. Notify Facilities Management immediately (FM). FM Can be reached via phone at (801)626-6331, or at (801) 626-6693 after-hours.
 2. Notify WSU Campus Police at (801)626-6460, file a police report, and provide the case number to FM.
 3. Notify your supervisor.
 4. Pay any related costs associated with the key.

Security Best Practices

Be Proactive
Be Accountable
Be Process Oriented

Do not prop doors open, give access to strangers, or loan keys to anyone.



WEBER STATE UNIVERSITY
Facilities Management

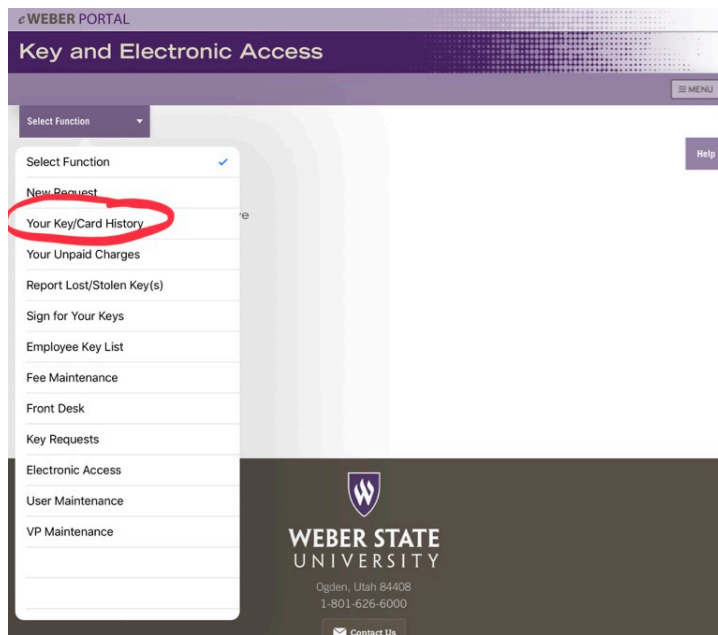
In 2019, PPM 5-44 was revised to include the responsibility for all employees to annually review Best Practices for Building Security training, which can be accessed on Facilities Management website:

https://www.weber.edu/facilities/Best_Practices_for_Building_Security.html

Annual Verification of Issued Keys

In 2019, PPM 5-44 was revised to include the responsibility for keyholders to verify on an annual basis that they are still in possession of the keys that have been issued to them. The steps to verify keys are detailed below:

Log in to KEAS and choose Your Key/Card History:



Compare the keys in your possession to those listed as having been assigned to you. Please note that some keys have a sequence number and some don't. If you have been issued a key with a sequence number, you are responsible for verifying both numbers.

If you have that specific key number in your possession, click the check box to indicate this. A date will be recorded showing when you verified the key. If you accidentally verify a key you shouldn't have, you can also uncheck the box. Complete this verification process for each of the keys assigned to you. Note: Your supervisor will also be able to review the dates you have verified your keys and is required by PPM 5-44 to review that information annually.

6:55 PM Sat Apr 6
portalapps.weber.edu

eWEBER PORTAL

Key and Electronic Access

Access History

Name: Category: Staff
Job Title: Director, Deposit on: \$25.00
Department: Facilities Management File:
Phone: (801) 626

[Report a lost or stolen key](#)

Current Building Access

Key #	Seq #	Issue Date	Verify	Verified Date	Return Date	Lost Date	Access
AA1	3	03/10/2017	☒	04/06/2019			View
BPF	5	06/05/2017	☒	04/06/2019			View
BPF25	9	03/10/2017	☐		11/07/2017		View
DGA51	12	03/10/2017	☒	04/06/2019			View

Please note that if you have previously returned a key, the box to verify that key does not exist as you are not responsible to verify keys once they have been returned.

Current Building Access

Key #	Seq #	Issue Date	Verify	Verified Date	Return Date	Lost Date	Access
AA1	3	03/10/2017	☐				View
BPF	5	06/05/2017	☐				View
BPF25	9	03/10/2017	☐		11/07/2017		View
DGA51	12	03/10/2017	☐				View

If you have a key listed on your key record but you do not have that key in your possession, please start the process to report it to Facilities Management. You can do that by clicking the big red Report a Lost or Stolen Key button.

WEBER PORTAL

Key and Electronic Access

Access History

Name: [Redacted]
Job Title: Director, [Redacted]
Department: Facilities Management
Phone: (801) 626- [Redacted]

Category: Staff
Deposit on: \$25.00
File: [Redacted]

Report a lost or stolen key

Current Building Access

Key #	Seq #	Issue Date	Verify	Verified Date	Return Date	Lost Date	Access
AA1	3	03/10/2017	☒	04/06/2019			View
BPF	5	06/05/2017	☐				View
BPF25	9	03/10/2017	☐		11/07/2017		View
DGA51	12	03/10/2017	☐				View

Returning Keys

Keys issued by Facilities Management must be returned upon any change of status, including, but not limited to:

- Transferring to another department
- Termination of employment with the University, or
- Any time the key is no longer required by the key holder to complete University duties.

To return keys, simply bring the key(s) to Facilities Management in the Campus Services building. FM personnel will ensure the keys are removed from the key holder's records, removing the key holder's responsibility for said key.

Office hours are:

Monday through Friday
7:30 a.m. to 5:00 p.m.
Closed Holidays

Key Deposit Refunds

When all keys issued to the key holder from Facilities Management have been returned, any deposit on record will be refunded to the original payee.

Refunds for deposits paid by employees still active in Banner will be processed and refunded via direct deposit, using the routing information provided to Payroll.

Refunds for deposits paid by separated employees will be provided in the form of a Cashier's Refund Authorization Card to be picked up from Facilities Management. Any separated employee who is unable to pick up their refund card should contact Facilities Management to make other arrangements. Contact information is listed at the end of this guide.

Part III: Instructions for Supervisors

Approving or Denying Building Access Requests

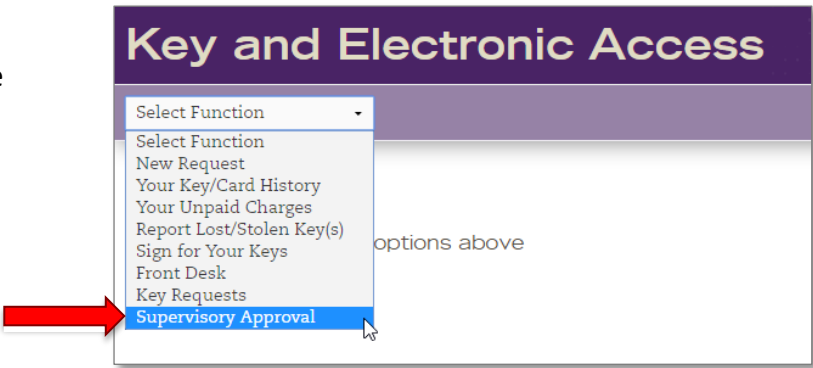
An email will be sent to the employee’s first level supervisor when a building access request has been submitted in the Key and Electronic Access channel (alternately, the request will be routed to a different approver if access has been requested to a space that requires someone else’s approval). If approved, the request will then be routed to the employee’s second level approver for review. Either approver may deny the building access request.

Refer to Weber State University [PPM 5-44](#), Section IV for additional information regarding key approval policy and [PPM 5-44a](#), Section IV for information regarding electronic access approval policy.

TIP! Only those employees supervising salaried staff or faculty are able to approve key and electronic access requests.

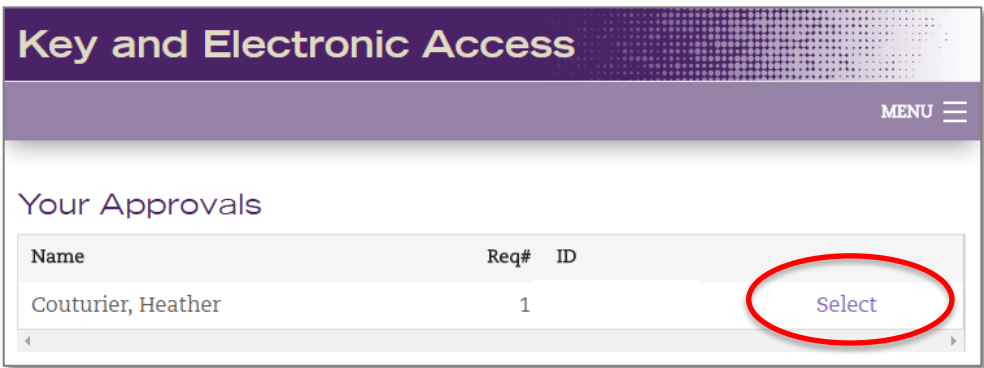
Upon receipt of an email notification for a building access request, click the included link to log into the portal and open the KEAS channel.

Select **Supervisory Approval** from the ‘Select Function’ drop down menu.



Any pending access requests awaiting your review for approval will be displayed.

Click the **Select** link for an individual’s access request to review it.



A screen showing the employee's request, including her or his Key and Electronic Access record and current building access will be displayed for your review.

Key and Electronic Access

Select Function ▾

Request Door Access # 1

Name:	Couturier, Heather	Category:	Staff
Job Title:	Administrative Specialist III	Prox Card:	Y
Department:	Facilities Management	Deposit on File:	25
Phone:	(801) 626-8042		

1st Approver: Code, Shawna

Status:

Comment:

2nd Approver: Halverson, Mark

Status:

Comment:

Current Building Access

Key #	Seq #	Issue Date	Return Date
CPE2	2	11/02/2016	

Building Access Requested

Bldg	Loc	Special	Type	Outside	Granted
Campus Services	105		STEEL KEY		Y
Campus Services	100A		ELEC ACCESS		

Comment

Approve

Reject

Save for Later

To approve the request, click **Approve**. If desired, you may enter a brief comment to be attached to the request. To deny the request, enter a brief comment regarding the denial and click **Reject**. If you wish to make a decision at a later time, click **Save for Later**.

A Guide to Best Practices for Approving Access can be found on FM's website:

https://www.weber.edu/facilities/Best_Practices_for_Approving_Access.html

Termination of Building Access

It is the responsibility of each department to instruct and ensure outgoing departmental personnel and students in possession of Facilities Management-issued keys to return said key(s) to Facilities Management. If, for any reason, the key holder is not able to return the keys themselves, the responsibility falls to the employee's supervisor.

Supervisors must ensure those who no longer require, or are no longer authorized for building access, do not retain key or electronic access by informing Facilities Management and/or the appropriate Area Access Manager.

***TIP!** Verification of the removal of building access (returning of keys and/or removal of electronic access) for former WSU personnel is included as a routine part of an internal audit.*

[Weber State University Lock & Key Policy \(PPM 5-44, Section IV, C, 3, a\)](#) states:

When an employee's need for a key no longer exists, whether as a result of termination of employment, change of department/responsibility, or other reason, it is the responsibility of the employee and/or the employee's supervisor to collect the unneeded key(s) and return them to the Facilities Management (FM) Business Center.

[Weber State University Electronic Access Policy \(PPM 5-44a, Section IV, C, 3, a\)](#) states:

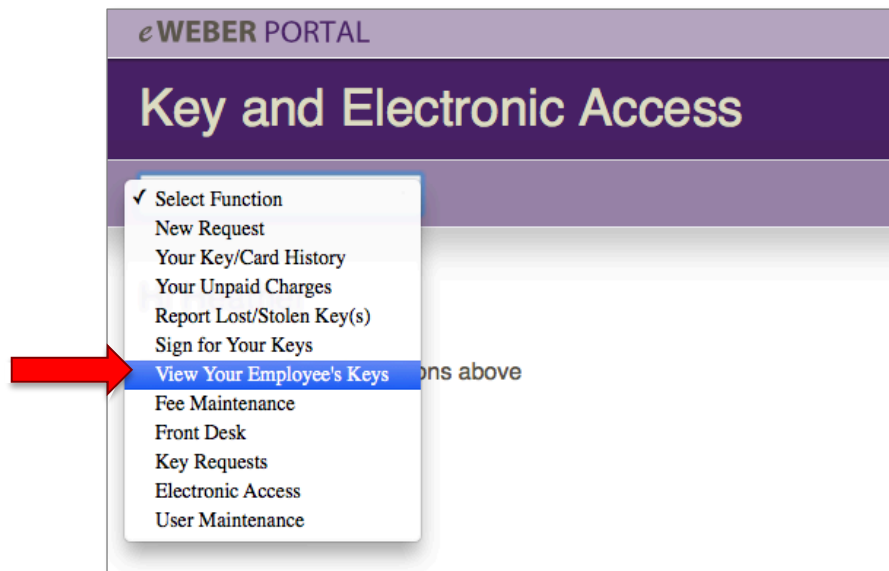
When an employee's need for access no longer exists, whether as a result of termination of employment, change of department/responsibility, or other reason, it is the responsibility of the employee's supervisor to notify the Facilities Management Business Office, (801) 626-6331, and the Area Access Manager so that electronic access may be terminated.

*Refer to the WSU Policy & Procedure Manual
for additional details regarding this responsibility.*

Viewing Your Employees' Keys

In an effort to assist departments and supervisors in their duties, supervisors have the ability to view keys checked out to their salaried faculty and staff employees from the Facilities Management Key & Lock Shop.

Select **View Your Employees Keys** from the 'Select Function' drop down menu.



Each key issued to your employees will be displayed to allow you to more easily track what keys your department is responsible for and to ensure that the level of access is still appropriate. Additionally, you will be able to see the last time each employee verified that they still have that key in their possession.

WEBER PORTAL

Key and Electronic Access

Employee Key List

Employee(s)						
Name	Key #	Seq #	Issue Date	Return Date	Lost Date	Verified Date
	BPF3	1	03/10/2017			
	2300		03/10/2017			
	AA1	354	03/10/2017			
	BPF12	1	03/10/2017			
	CPE7	13	03/10/2017			
	2300		03/10/2017			04/01/2019
	2310		03/10/2017			04/01/2019
	2315		03/10/2017			04/01/2019
	2320		03/10/2017			04/01/2019
	A		03/10/2017			04/01/2019
	AA-BC	88	04/05/2017			04/01/2019
	AA1	329	03/10/2017			04/01/2019
	DF		03/10/2017	02/08/2018		
	DF-FM		02/08/2018			04/01/2019
	FM		03/10/2017			04/01/2019
	GGM		03/10/2017			04/01/2019
	AA1	319	03/10/2017			
	BPF25	4	03/10/2017			
	DE	36	03/10/2017			
	FM		03/10/2017			

In 2019, PPM 5-44 was revised to include a requirement to review this information at least annually. Best practices would be to review this information prior to the end of each semester.

Should you discover any errors or discrepancies in the information listed for your or your employee's key records, contact the FM Key & Lock Shop. We will investigate the issue and work to bring it to resolution.

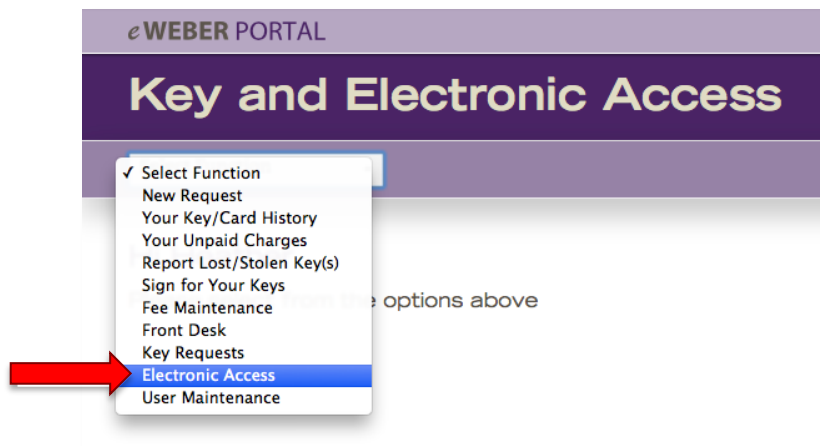
Part IV: Instructions for Area Access Managers

Electronic Access Requests

Prior to the release of this application, all requests for access were submitted to Area Access Managers (AAM) via email. This application will assist AAMs in ensuring that all appropriate supervisors have authorized an electronic access request for employees.

Upon receipt of an email notification for an electronic access building access request, click the embedded link to log into the portal and open the KEAS channel.

Select **Electronic Access** from the 'Select Function' drop down menu.



Your screen will display any electronic access requests that are pending activation in OnGuard Area Access Management for the building(s) you are responsible for.

Key and Electronic Access						
Select Function ▾						
Electronic Access Requests						
	Request #	Employee Name	Building	Room	Date Entered	
View	5	Matson, Jacob	00756	100C	12/06/2016	Access Granted
View	5	Matson, Jacob	00756	001B	12/06/2016	Access Granted

Note that both lines on this request are from the same request number.

This indicates that these areas were requested together.

You may also get 'special' requests that describe an access level instead of a room.

Click **View** to review the request details.

Key and Electronic Access

Select Function

Electronic Access Requests

	Request #	Employee Name	Building	Room	Date Entered	
View	5	Matson, Jacob	00756	100C	12/06/2016	Access Granted
View	5	Matson, Jacob	00756	001B	12/06/2016	Access Granted

Request Door Access #5

Name:	Matson, Jacob	1st Approver:	Ellanson, Brody
Job Title:	Systems Analyst	Status:	A
Department:	Facilities Management	Comment:	
Phone:	(801) 626-7351	2nd Approver:	Code, Shawna
Category:	Staff	Status:	A
Prox Card:	Y	Comment:	I approve access to 124, but not 109.
Deposit on File:	25		

This allows you to see who approved the request and any comments made by the approvers that you may need to consider. On this request, there were steel keys and electronic access requested in the access request; the comments shown here do not pertain to the rooms/areas electronic access is being requested for, so you can ignore them.

Follow the standard procedures for granting the appropriate access level(s) via [OnGuard Area Access Manager](#) accessible on the FM Website.

Once the access has been granted, click **Access Granted**.

Please note that once you click **Access Granted**, all lines for that same request number will be removed from your Electronic Access Requests list. The employee will receive a single email that their access has been granted.

When you have cleared your request queue, the screen will display **Nothing to do!**

Key and Electronic Access

Select Function

Electronic Access Requests

Nothing to do!

Part V: FAQs

Can anyone request access through KEAS?

The Key & Electronic Access System (KEAS) is only available for WSU employees.

My student(s) needs building access. What do I do?

Students who are not employees of Weber State University will need to utilize the [paper request form for steel key requests](#). This form is available from the Facilities Management [Key & Lock website](#).

Similarly, if the student needs electronic access, you will need to email the appropriate Area Access Manager authorizing access. ***Note that electronic access for students expires each semester.*** Refer to [PPM 5-44a](#) for more information.

How will my deposit be refunded?

Refunds paid by personal funds will be refunded to the direct deposit account on file with Payroll. If the employee has already separated from the University, refunds may be paid using Cashier Refund Authorization Cards picked up from the Key & Lock Shop, or via Check Request.

Refunds paid with departmental funds will be refunded through the Facilities Management Work Order system to the originally charged index.

I still have questions.

Visit our [website](#) or contact the Key & Lock Shop if you still have questions.

Our regular shop hours are:

Monday through Friday
7:30 AM - 12 PM and 1 PM - 4 PM
Closed Holidays

Zachary Robbins, Building Access Manager.....ext. 8042

Key & Lockshop Staff.....ext. 8095

Facilities Management Business Office.....ext. 6331

Or e-mail CardAccess@weber.edu for assistance.