

Key and Electronic Access Requests

To Request a Key to an Individual Room:

1. Login to the [Key and Electronic Access](#) channel using your eWeber credentials
2. Choose **New Request** from the **Select Function** dropdown menu
3. Verify 1st approver is set to: your first level supervisor listed
4. Verify 2nd approver is set to: at least the minimum level approval authority in [PPM 5-44](#)
5. Click **Add New Access**
6. **Building:** Select the building from the drop down menu
7. **Room:** Select the room number from the drop down menu
8. **Notes/Special Request:**
9. Click **Add**
10. Click **Submit Request**

To Request a Master, Sub-Master :

1. Login to the [Key and Electronic Access](#) channel using your eWeber credentials
2. Choose **New Request** from the **Select Function** dropdown menu
3. Verify 1st approver is set to: your first level supervisor listed
4. Verify 2nd approver is set to: at least the minimum level approval authority in [PPM 5-44](#)
5. Click **Add New Access**
6. **Building:** Select the building from the drop down menu
7. **Room:** Select 'Other' from the drop down (*You can only request 'Other' once per building*)
8. **Notes/Special Request:** Enter the key name(s) or description of access needed for all master, sub-master, or exterior doors for the building.
9. Click **Add**
10. Click **Submit Request**

To Request Card Access to a Building:

1. Login to the [Key and Electronic Access](#) channel using your eWeber credentials
2. Choose **New Request** from the **Select Function** dropdown menu
3. Verify 1st approver is set to: your first level supervisor listed
4. Verify 2nd approver is set to: the designated building manager (*See below*)
5. Click **Add New Access**
6. **Building:** Select your building from the drop down.
7. **Room:** Card Access (*You can only request Card Access once per building*)
8. **Notes/Special Request:** list all areas you need card access to (suites, departments, classrooms, exterior doors, etc.) and any special access privileges (first card unlock, etc.)
9. Click **Add**
10. Click **Submit Request**

To Request Card Access to a Key Cabinet:

1. Login to the [Key and Electronic Access](#) channel using your eWeber credentials
2. Choose **New Request** from the **Select Function** dropdown menu
3. Verify 1st approver is set to: your first level supervisor listed
4. Verify 2nd approver is set to:
5. Click **Add New Access**
6. **Building:** Select the building from the drop down.
7. **Room:** Select the Key Cabinet (will be in the list if there is one in the building)
8. **Notes/Special Request:** Specify which keys or access you need
9. Click **Add**
10. Click **Submit Request**

Area and Building Coordinators for Access Approval

If you are requesting access to a building and/or space that is different from where your department is normally located, you will need approval from your supervisor as well as the approval authority from the space you are requesting access to.

In such an event, set your second supervisor to the appropriate authority listed below:

Ogden Campus:

Alumni Center: Nancy Collinwood
Athletic Academic Center: Joe Strand
Browning Center: Jim Craig
Campus Services: Jake Cain
Dee Event Center: Crystal Taylor
Elizabeth Hall: Deborah Uman
Engineering Technology: Bryan Rague
Engineering Technology IT spaces: Sherri Cox
Facilities Management: Jake Cain
Housing: Connie Frasier
Hurst Center: Allen Lore
Interprofessional Education: Darcy Carter
IT Security Sensitive Areas: Jonathan Karras
Kimball Visual Arts: Paul Crow
Lampros Hall: Shelly Bellflower
Lind Lecture Hall: H. Laine Berghout
Marquardt Field House: Chris Frederiksen
Marriot Allied Health Building: Darcy Carter
McKay Education: Becky Stromberg
Miller Administration: Jodi Shupp
NOORDA/High Bay: Bryan Rague
North Endzone: Joe Strand
Outdoor Adventure & Welcome Center: Daniel Turner
Stewart Library: Wendy Holliday
Shepard Union Building: Molly Ward
Swenson Gymnasium: Rebecca Mable
Student Services: Sari Byerly
Tracy Hall Science Center: H. Laine Berghout
Wattis Business: Mary Ann Boles
Wildcat Center: Rebecca Mable

Davis Campus:

CAE: Jessica Slater
Center for Continuing Education: Allen Lore
Davis Building 13: Allen Lore
D02 or DSC: Jennifer Unguren

Off-Site Locations:

Community Education Center (Monroe): Allen Lore
Station Park (Farmington): Allen Lore
Weber State Downtown: Tyler Cahoon

If the building or area you are requesting access for is not listed here, please contact us for assistance.

*~Your Lock Shop Team
ext. 8042 or 8095*