

Employee 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 or Exterior Door Key:

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 Your 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:** at least the minimum level approval authority in [PPM 5-44](#)
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 Different Building/Area:

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 list on reverse*)
5. Click **Add New Access**
6. **Building:** Select the building from the drop down.
7. **Room:** Card Access
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**

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: Ryan McGinn or Gerald Bovee

Browning Center: Scott Sprenger

Campus Services: Mark Halverson

Dee Event Center: Jody Lake

McKay Education: Jack Rasmussen

Elizabeth Hall: Scott Sprenger

Engineering Technology: David Ferro

Facilities Management: Mark Halverson

Hurst Center: Brad Mortensen or Bruce Davis

Interprofessional Education: Pat Shaw or Ken Johnson

IT Security Sensitive Areas: Mark Buxton or Jonathan Karrass

Kimball Visual Arts: Scott Sprenger

Stewart Library: Wendy Holliday

Lampros Hall: Shelly Bellflower

Miller Administration: Norm Tarbox

Shepard Union Building: Molly Ward

Swenson Gymnasium: James Zagrodnik

Technical Education: Mark Buxton or Jonathan Karrass

Tracy Hall Science Center: Andrea Easter-Pilcher

Wattis Business: Jeff Steagall

Wildcat Center: Teri Bladen

Davis Campus:

Center for Continuing Education: Jack Rickards or Bruce Davis

Davis Buildings 2 or 3: Bruce Davis

Davis Building 13: Bruce Davis

Off-Site Locations:

Community Education Center: Bruce Davis

Station Park (Farmington): Bruce Davis

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