**How to request keys:**

Go to the link: <https://webtma-support.asu.edu/FDMServiceRequest/Default.aspx> to open the form and select Key Request on the drag down menu



Once you select Key Request, your information will automatically populate on the ‘Requestor Information’ area.

On the ‘Requestor Information’ you will find a ‘\*Funding’ drag down menu and select Workday, as shown below, and depending on the account number to be used then it needs to be entered as followed:

Cost Center: CC0349

Program: PG11339

Department Reporting: D2647

Spend Category: SC0079 (select from dropdown)

Authorizer is Tsang, Becky (written last name, first name). If you type Tsang her name will appear and you can click it.

Affiliate ID is your ID #. Once you enter your ID # please you MUST click the search button next to it to validate.

Do not enter any information on the Department as Key Holder space since the department (SHPRS) is not the key holder. Leave it as it is.

For the key information as seen below, Hinge No. or Key Code are not needed, only the building number (65) and room number that you are requesting.

For mailroom key, enter 4495

For front/building door, enter key code FD08 Back (opens department front and back doors) and FD01 Front (opens front 4th floor building doors). There will be no room number for these keys.

Each key being requested needs to be done on its own line.



You will receive an email from Melanie Lamm when your key is ready to be picked-up, **print the attachment and bring with you to pick up the key**. The attachment shows the building where you need to go. If you have any questions please email [SHPRSFront](mailto:SHPRSFront)Desk@asu.edu.

EXAMPLE EMAIL:

“Your Key Request is complete. Please pick up your key(s) at the USB Lock Shop (1551 S. Rural Rd, Ste. 1320, Tempe, AZ 85281). The lock shop hours are 7:30am – 4pm (Mon – Fri). Make sure to have the work order number(s) associated with your key requests at time of pick up.

Thank you, Maintenance Operations Management

[Facman@asu.edu](mailto:Facman@asu.edu)

MN:480-965-3633

**\*\*E-mail the Work Order to** [**SHPRSFrontDesk@asu.edu**](mailto:SHPRSFrontDesk@asu.edu) **to be saved and tracked for business purposes.**