

# Online Key Request Approval Instructions

Note: Only Individual, Security, and By-Pass Office Keys use the Online Key Request. Master, Submaster, and Non-Office Keys use a paper Key Request.

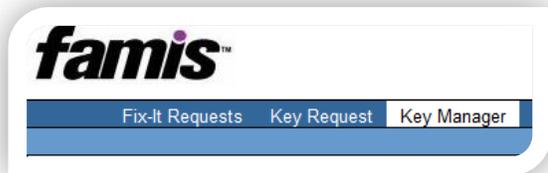
1. Login to AccessUH at [www.accessuh.uh.edu](http://www.accessuh.uh.edu) using your CougarNet ID and CougarNet password.



2. Click on the FIX-IT icon



3. Click on the Key Manager tab



4. This tab will display all key requests that need your approval. Click on a KREQ Number to display details about a Key Request.

**Key Request Approval**

[Lookup Key Information](#) | [Request a Key](#) | [Key Approval](#) | [View Your Department Key Request History](#)

[Export to Excel](#)

Show 25 entries Search:

KREQ Number	Requestor PSID	Requestor	Holder PSID	Holder	Request Type	Payment Type	KSS Status	Description
<a href="#">REQ015893</a>	0883975	DANG, LAWRENCE	0883975	DANG, LAWRENCE	New	CostCenter	WAIT APPR - SPACE	test
<a href="#">REQ015900</a>	0883975	DANG, LAWRENCE	0883975	DANG, LAWRENCE	New	CostCenter	WAIT APPR - SPACE	Do not use - Wrong Cost Center. Will send email to certifying signature
<a href="#">REQ015909</a>	0883975	DANG, LAWRENCE	0883975	DANG, LAWRENCE	New	CreditCard	WAIT APPR - SPACE	

## Online Key Request Approval Instructions

Note: Only Individual, Security, and By-Pass Office Keys use the Online Key Request. Master, Submaster, and Non-Office Keys use a paper Key Request.

- i. **Approve:** Holder is approved to have a key for this space in my department.
- ii. **Decline:** Holder is not approved to have a key to the space in my department
- iii. **Wrong Space Approver:** Room is no longer in my department. This space needs to be approved by another certifying signature.

Space Approval for Requested Key(s)									
Site	Building	Floor	Room	Door	Key Type	Key Number	Dept	Quantity	Space Approval
00730	0585 - General Services Building	01	120			27N10	H0510	1	SELECT... ▼

For Cost Center Approvers:

6. Under “Cost Center Needing Confirmation and Approval”, enter a cost center you would like the key(s) to be charged to. Select an option under “Cost Center Approval”. Your options are:
  - A. **Approve:** Yes, I approve the cost center to pay for these key(s).
  - B. **Decline:** No, I do not approve of using this cost center to pay for these key(s).
  - C. **Wrong Cost Center Approver:** I am not the correct person to approve the cost center.

Cost Center(s) Needing Confirmation and Approval						
Business Unit	Fund Code	Department ID	Program	Project ID	Percent (%)	Cost Center Approval
00730	2064	H0189	G0243	NA	100	SELECT... ▼

\*\*\*\*\*Credit Cards will not be charge till the Key Holder picks up key(s) \*\*\*\*\*

7. Click Submit.

Space Approval for Requested Key(s)									
Site	Building	Floor	Room	Door	Key Type	Key Number	Dept	Quantity	Space Approval
00730	0515 - Central Plant	01	100	Metal-LHR	MECHANICAL	MCR1	H0189	1	SELECT... ▼

Cost Center(s) Needing Confirmation and Approval						
Business Unit	Fund Code	Department ID	Program	Project ID	Percent (%)	Cost Center Approval
00730	1026	H0189	G0243	NA	100	SELECT... ▼

Current Comments