

Online Key Checkout Instructions

To fill out the Online Key Checkout Form and obtain a key please follow these instructions:

- 1) Go to <https://phys-office.phys.washington.edu/safety/key/>
- 2) Log in with your UW NetID (if you do not have a UW NetID, please see the <http://www.washington.edu/itconnect/accounts> for instructions on how to obtain one)
- 3) If you receive a message stating that you are not in the Physics employee database, please see the Physics Main Office
- 4) At the next screen, please indicate what room you are requesting a key to. If you are requesting keys to multiple rooms, please enter one room number at this screen, you will be able to request keys to more rooms later in the form. If you are requesting a key to a lab, please choose the lab room number first.
- 5) If you are requesting a key to a lab which requires safety training (i.e. most research labs) you will not be able to complete the key request form until you complete online safety training with your lab P.I. or supervisor. Please access the form here <https://phys-office.phys.washington.edu/safety/train/>. Your lab P.I. or supervisor will have to authenticate the form with his/her UW NetID.
- 6) Once you are at the Key Checkout form fill out the “Your Information” and “Keys Requested” sections.
- 7) Print the form
- 8) Obtain the necessary signature from your advisor or supervisor (If you are an undergraduate requesting a building key or a key to the SPS lounge you will also need to obtain a signature from the Physics/Astronomy librarian)
- 9) Bring the key form to the Physics Main Office in Room C-121 of the Physics/Astronomy Building. You will also need to bring **cash, check or a credit** for the deposit amount (\$15 for an office or lab key and \$20 for a building or master key). You will then be issued your keys.