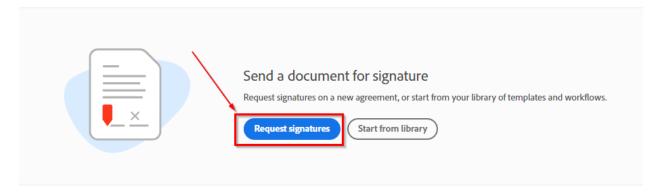
Instructions for Key Request Authorization Form

- Use the FacilitiesManagementKeyRequestForm.pdf to fill out a request for staff, faculty, or management in your area that needs to be issued a physical key. The direct supervisor of an employee is responsible for filling out the form and routing the form for signatures within your department's chain of command. Please remember to rename form adding the employees name that will be receiving the physical key. For example: EmployeeFirstName_EmployeeLastName_FacilitiesManagementKeyRequestForm.pdf
- 2. Be sure to complete all required fields.

Mt. San Jacinto Community College DistrictCheck OneFacilities Management Key Request Authorization FormFull-time Faculty Associate Faculty Full-time Staff Part-time Staff Other Contractor/Vendor VolunteerRouting: Please send all completed requests to: accesscontrol@msjc.edu and follow Key instructions for PDF Routing/Locations.Check One Full-time Faculty Associate Faculty Full-time Staff Other Contractor/Vendor Volunteer									
District Employee No. : 123456									
Name: Doe John A Last First M.I.									
Extension:			De	partment	t Enrollment Services				
Email: idoe@msjc.edu Authorizing Signature – Supervisor/Director/Area Dean:									
Key ID	Campus	Bldg No.	Room No.	lssue Date	Employee Sign	ature	Return Date	Direct Supervisor Signature for Returned Keys	
	SJC	1150	1158	11/16/21					

NOTE: An employee may need more than one key. Please ensure that you list additional keys in the spaces provided. Also, if you don't know the Key ID field you should leave it blank.

- 3. After the form is filled out log into Adobe Sign at https://secure.echosign.com/public/login using your standard MSJCAD credentials.
- 4. Select the option to "Request Signatures" under the "Send a document for signature"



5. Enter the email addresses of all of the managers that will need to sign the document in order under Recipients. Also add the employee's email address at the end of recipients so the employee will be the last person to sign the form. Browse to or drop the .pdf for the employee into the Files Window. Then select the, "Preview and Add Signature Fields" option and select, "Send".



Recipients Complete in Order Complete in Any Order	Add Me Add Recipient Group
1 DohnDoe@msjc.edu	🖂 🗸 Email 🛛 🗡
2 Dr JaneDoe@msjc.edu	🖂 🗸 Email 🛛 🗡
3 Ø ✓ Enter recipient email	
CC Hide accesscontrol@msjc.edu × Message	
Access Control Request Form Please review and complete Access Control Request Form.	Options Image: Compare the system Image: Password Protect Image: Set Reminder
Files Add Files	Recipients' Language
Access Control Request Form.pdf ×	English: US v
Preview & Add Signature Fields Send	

Select the recipients drop down, and select the first person that will need to sign the document. Then drag the, "Signature" option over to the appropriate field that will require a signature. Repeat these steps until all recipient's signature fields are added including the employee who will receive the access card. Be sure to add the <u>accesscontrol@msjc.edu</u> to the CC option which will route the final signed document back to the operator so they can process the request and then click send. The document will now be routed to all parties for signatures.

NOTE: Please remember to include all applicable management for signatures in Adobe Sign.

- 1. Supervisor/Director/Area Dean
- 2. Director of Campus Safety
- 3. Division Vice President
- 4. Vice President of Human Resources
- 5. Employee who will be receiving the key
- 6. Be sure to CC accesscontrol@msjc.edu