![Texas Tech University Operations Division Planning & Administration logo]

Changing a Master Key Status to Normal Key Status

KMS Link: http://is.operations.ttu.edu/odkms/default.aspx

Purpose:

KMS has a lot of access that is designated as a "Master Key" when it should show a "Key" status. To make sure the key records reflect correct information, we need to change the "Master Key" status to "Key" status.

Process:

➢ Start by visiting the "Access Assign" under the "Admin" drop-down menu

➢ Click in the Search bar and enter the user's R#, name (last name, first name), or email and click the magnifying glass icon

➢ Once the correct record pops up, click on "Edit"   Edit

➢ The individual's key(s) should be listed at the bottom of the page

➢ Find the "Master Key" that needs to be changed to "Key" and click on the edit icon   [edit icon]

➢ The Key's information should auto populate the fields above

➢ Go to "Assign Status" and click on the radio button next to "Key"

Assign Status

| ◉ Key | ○ FOB | ○ Padlock Key |
| ○ Card | ○ Master Key | ○ Tunnel Key |

➢ Next, select the "Floor" and "Room Number" of the key

*Note: If the page is not allowing you to select the floor and room number of the key, you will need to go over

to the "Building" drop-down menu and select a different building, then use the drop-down menu again to select

the correct building. After doing this, you should be able to select the floor and room number of the key.

➢ Hit "Save"   💾 Save

➢ The key has now been changed from "Master Key" to "Key"

➢ If there are multiple "Master Keys" that need to be changed to "Key" on their record, you just need to repeat

the same process for each key and make sure to hit "Save" each time