

# Key Management System Instructions for Dept. Heads

## Approve a request:

- You will receive an email regarding a request for approval of key/card access

<b>Next Action</b>	Department Head Approval
<b>Request Overview</b>	

- Click on the link next to “Review Request” to open the key/card access request in KMS

<b>Comments</b>	test
<b>Review Request</b>	<a href="http://isdev.operations.ttu.edu/odkms/deptapproval.aspx?requestid=20180322112254415">http://isdev.operations.ttu.edu/odkms/deptapproval.aspx?requestid=20180322112254415</a>

- The link should take you to the request approval department head page. The requestor’s and recipient’s information will be on the request, along with the access details
- If you missed the email or can’t find it, you can visit the “Pending Request” tab on the KMS home screen

Request Key	Terminate Key	<b>Pending Requests</b>	Completed Requests
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- On the pending request page, you will see **Review** next to any requests that still need your approval. You will click on “Review” and it will open the request page, where you can review and approve the request
- Below the recipient’s information, the requested access will be listed. You will review the access and determine if the recipient actually needs access to the requested locations
- If you determine the recipient needs the requested access, you will click on the “Approve Request” button

**✓ Approve Request**

- A success message will pop-up at the top of the page if it goes through

**Successfully approved the request!**

- If you notice a mistake or a key that is not needed, you may leave comments then click on “Return for Correction”

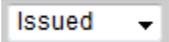
**◀ Return for Correction**

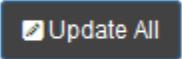
- The request will be sent back to the requestor, and they will have the option to correct their request and resubmit it for approval
- If you get a request and believe the recipient does not need the requested access, you will click on “Cancel Request” 

## Conduct an audit:

- Open KMS: <http://is.operations.ttu.edu/odkms/>
- Click on the “Certification” at the top right corner of the page

Home Prerequisite Approval Current Access Report **Certification** Admin ▾

- The “Key Audit” page will open and your information should be listed next to the department head field
- Next, you will select your organization using the drop-down menu
- Give the page a minute to load and If an audit does not pop-up below, you will need to click on the “Create” button to start a new audit for your organization 
- For the audit you are currently editing, the audit status will be “In-Process”; however, you can select “Complete” to view previously completed audits
- The key audit should list all of the access that each person in your organization holds
- You will review the access for each employee and update the assigned status
  - If the employee still has the access listed, you should select the “Issued”  status and click the floppy disk icon to save 
    - **Note:** before you hit save, put the date and your initials in the comment box, so there is a reference to the person who completed the audit
  - If the employee no longer has the access, you will either select “Returned” or “Lost” and click save 
  - **Note:** You must click save  after putting the status for each key, you can’t save multiple lines at the same time
- Once you have selected a status for each key, you can click on the “Complete” button 

- Next, you can select the complete status from the “Audit Status” drop-down menu and click on the “Update All” button  and this will update each person’s record in KMS

**Audit Status:**