For a multitude of reasons, some keys do not get processed correctly and are never properly recorded in KMS. Through the certification process, we hope to clean up our data and get the missing access added to the KMS records. Use the table below for adding keys that are missing from your organization’s certification. Please send the completed form to spacepladmin.isadmins@ttu.edu.

## **Adding Missing Access:**

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| Key Code | Building # | Building | Floor | Room # | Key/Master | Master Key Description | R# | Name |
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