Key Certification FAQs

➤ How do I locate KMS?
   a. Here is the link to KMS page: http://is.operations.ttu.edu/odkms/default.aspx
   b. Here is the link to the Operations Division page: http://www.depts.ttu.edu/operations/
      i. You will find a link to KMS in the slideshow on the homepage.
      ii. You will find a link to the KMS page under Applications.

➤ Where do I find the certification to complete?
   a. You will find the audit for your organization on the Access Assignment Certification tab at the top of the page.
      b. After opening the tab, you will have to find your organization in the drop-down menu.
      c. You might have to create a new audit for your organization.
      d. If an audit has already been started, a list of keys should pop up after a few seconds.
      e. If a list of keys doesn’t pop up for your organization, you will need to select the Create button.

*Important Note: You will need to click on the Save button after assigning the status to each key/card on the audit.

➤ What if there are missing keys from the list for my organization?
   a. When people have key/card access that is not listed on the audit, you will need to add these keys to the Excel sheet below and email the completed Excel sheet to lee.michna@ttu.edu and jonathan.bennings@ttu.edu.
   b. Use this Excel sheet to add any keys not on the audit.
   c. Make a COPY of the Excel sheet and fill in the applicable fields.

*Important Note: If you are adding card access to the Excel document, there will not be a 6 digit key code, you can leave the first column of the Excel sheet blank for card access. Only keys will have a 6 digit key code.
What should I do after I have filled out the status for each key on the list?

a. After completing the audit, you should click on the **complete** button to close out the audit.

b. Once you have clicked on complete, you should be able to get back into KMS to view old audits that have been completed by using the drop-down menu to the left.

c. The drop-down menu that says **In-Process** will have the option to view completed audits.