



# Key Management System Instructions for General Users

## Log into the application:

- Visit KMS at this link: <http://is.operations.ttu.edu/odkms/default.aspx>
- A login box will pop-up, and you will need to enter your eRaider login.

The image shows a Windows-style dialog box titled "Authentication Required". It contains a question mark icon and the text "https://fs.ttu.edu is requesting your username and password." Below this, there are two input fields: "User Name:" with the text "eraider login" and "Password:". At the bottom, there are two buttons: "OK" and "Cancel".

## Submit request for approval:

- The first tab on the home screen is for requesting access.

The image shows four navigation tabs: "Request Key" (highlighted in red), "Terminate Key", "Pending Requests", and "Completed Requests".

- The requester information should auto populate the first four fields with your personal information.
  - If these fields don't contain your information, try logging out and back in or refreshing the page.
  - **Note:** You can use the drop-down menu to select a different department head, depending on who you want to approve the request.

## Request Access

### Requester and Recipient Information

Organization Entity*	(T) Texas Tech University
Organization*	(C2006) Ops Div Planning and Admin
Department Head*	(R00732448) Bennings, Field J.-Unit Manager
Requester R# *	R11244079

Michna, Joanna L. / [lee.michna@ttu.edu](mailto:lee.michna@ttu.edu) / Student Assistant

➤ Next, fill in the recipient information.

- Select whether the recipient is faculty, staff, or a student

**Recipient Type\***

☒ Faculty

☐ Staff

☐ Student

- Enter the recipient's TTU R#. If you don't know the person's R#, you may also search for the recipient by entering their name or TTU email. When searching by full name, format the text as *Last Name, First Name*; however, you can search by just first name, last name, or middle name.

**Recipient R# \***

Recipient's TTU R# (RXXXXXXX) or find recipient.



➤ Next, fill in the location and building information.

- Select the entity from the drop-down menu

### Building or Room Access Information

**Entity\***

(T) Texas Tech University

- Select the campus and the building by using the drop-down menus.
  - You may also view the campus map to assist you with finding the correct building.

Campus Map

**Campus\***

TTU Main Campus

**Building\***

(0212) PHYSICAL PLANT

➤ Select the access type: key, card, FOB, master key, padlock key, or tunnel key.

**Access Type\***

☒ Key

☐ FOB

☐ Padlock Key

☐ Card

☐ Master Key

☐ Tunnel Key

➤ Next, chose the floor that has the room you need access to.

**Floor\***

☒ Building Entrance

☐ Basement

☐ 1st Floor

- Next, you will use the room number drop-down menu to select the rooms you need access to.
  - **Note:** you have the option to select multiple rooms for the building you selected; however, you cannot request multiple keys for the same room on the same request. You would need to create a new request for each key if you need multiple keys for the same room.

To reflect your selections, click outside or hit OK button. OK

☐ 00101 (Conference Room)

☒ 00103 (Office)

☒ 00103A (Office Service)

- **Note:** you also have the option to view the floor plan if you don't know the room #
- **Note:** if the room you need is not on the drop-down menu, you can click on "Room Missing" and report the missing room.

**Room Number\***

2 selected

[Floor Plan](#)  
[Room Missing ?](#)

- **Note:** if you accidentally select a room that you don't need access to, you can hit the "Trash" icon to remove it. You may also uncheck the box next to the room you don't need.

- After you have selected the rooms you need access to, hit the "Submit for Approval" button
- Lastly, you will confirm your submission

**Submit for Approval**

#### Confirm Submission ×

Are you sure you want to submit this request?


**Yes, Please.**

**No, Review again.**

- If your submission went through successfully, a success message will pop-up at the top of the page

Successfully Submitted Request For Approval !

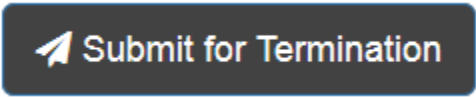
## **Receiving card access:**

- When you have requested card access, you will receive an email once the access has been granted
- On the email, you will receive a confirmation link. You need to visit that link and click on the “Received” button after you verify your card access is working 

## **Request to terminate access:**

- When you no longer need access to a room, you will need to submit a termination request
- On the home screen, you will select the “Terminate Key” tab



- The first four fields should have auto populated with your personal information, if not, please log out and log back in
  - However, you can choose to select a different department head from the drop-down menu. It depends on who you want to approve your request.
- Select yourself for the recipient
  - Choose whether you are considered faculty, staff, or a student
  - Use the “Assigned To\*” drop-down menu to select yourself from the list of everyone in your organization
- After selecting yourself, your current access should pop-up below
- Check the box next to the key/card access you want to terminate ☒
- Hit the “Submit for Termination” button 

- Lastly, confirm the termination

### Confirm Submission



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Are you sure you want to submit this request?

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✓ Yes, Please.

✗ No, Review again.