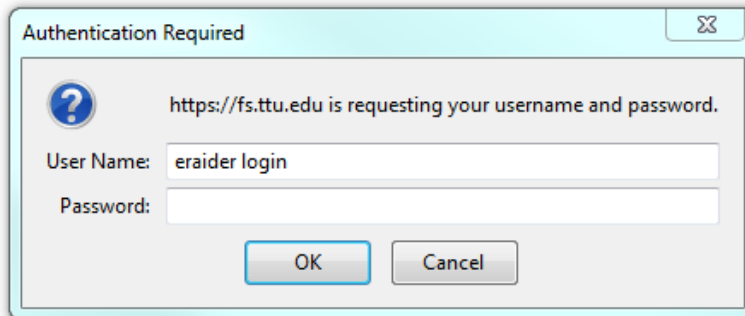


# Key Management System Instructions for General Users

## 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.



## Submit request for approval:

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



- 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*        | (A0000) Your Department/Organization Name    |
| Department Head*     | (R00000000) Your Department Head's Name Here |
| Requester R# *       | R00000000                                    |

[Your Name/Your Email/Your Position](#)

➤ 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# (RXXXXXXXX) 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.

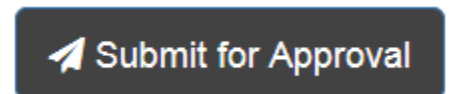


- **Note:** you also have the option to view the floor plan if you don't know the room #
- **Note:** if the room you need is not on the drop-down menu, you can click on "Room Missing" and report the missing room.



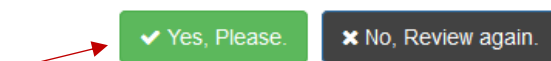
- **Note:** if you accidentally select a room that you don't need access to, you can hit the "Trash" icon to remove it.  You may also uncheck the box next to the room you don't need.

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



### Confirm Submission x

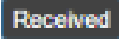
Are you sure you want to submit this request?



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

Successfully Submitted Request For Approval !

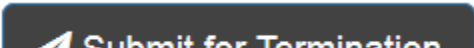
### Receiving card access:

- 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.

## **Frequently asked questions:**

- **Why is my information not auto populating the “Requester and Recipient Information” on the request page?**
  - If you experience this problem, first make sure you are logged in with your eRaider, if not, log out and log back in. Secondly, try clearing your browser’s cache.
- **Why can I not find the room I need to make my request for?**
  - First, try looking for the room in the building entrance section. If it is not listed with the building entrances, search for the room on the floor plan and make sure it has a number tied to it. Lastly, send a room missing request.
- **Why can I not see anyone on the “Assigned To” drop-down menu on the “Terminate Key” tab?**
  - Firstly, this may occur because you do not have approver access in KMS. Only users that have approver access can view the other people in their organization on the “Terminate Key” tab. However, if you do have approver access in KMS, you should clear your browser’s cache. After clearing the cache, you should be able to view the other users in your organization on the “Terminate Key” tab.
- **If you require further assistance, please email [spacepladmin.isadmins@ttu.edu](mailto:spacepladmin.isadmins@ttu.edu) or call [\(806\) 742-1404](tel:8067421404).**