

Key Authorizer / Key Requestor

## **FC KEYS: Powered by SimpleK**

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## ▼ GETTING STARTED

- ❖ In order to create, transfer, and manage keys as outlined in this job guide, the user **must**:
  - a) Possess the **Key Authorizer** or **Delegate** role and responsibilities.
- ❖ To begin, access the **FC Keys website**:  
<https://nwu.simplekcloud.com/>
- ❖ Login Details:
  - Username:  
NetID@ads.northwestern.edu
  - Password: NetID Password

## ▶ PROCESS



▼
GETTING STARTED

Once on the **Homepage**,

- 1) The **Menu buttons** are located across the top.
- 2) The **Settings** can be found by clicking the name button.

▶
PROCESS



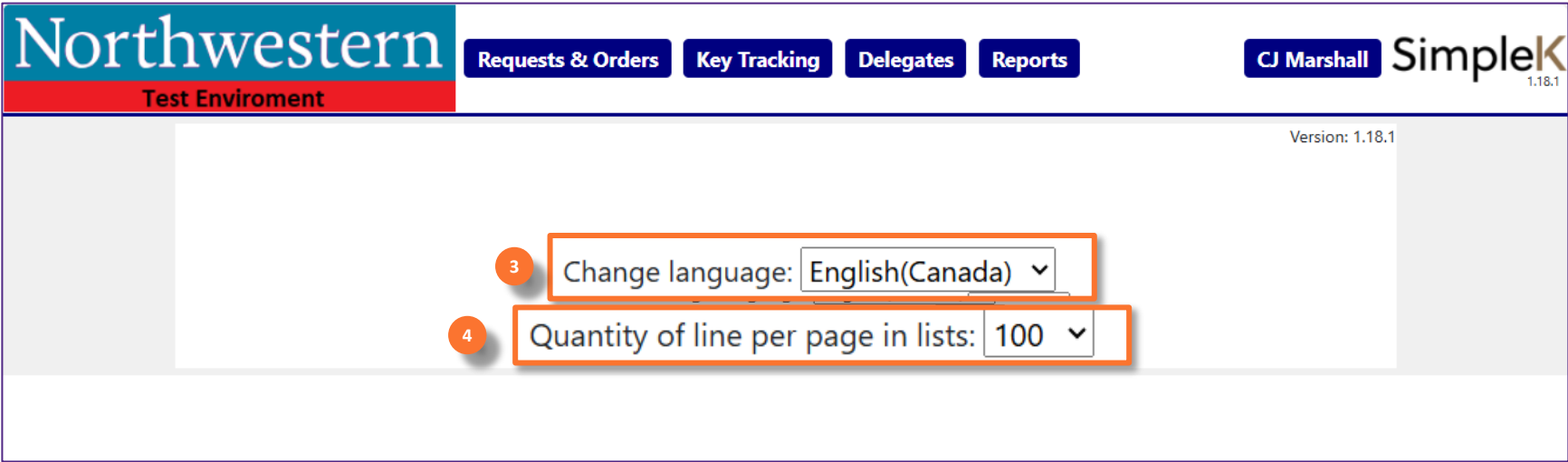
▼ GETTING STARTED

Click on **Configuration** to adjust:

3) Language

4) Quantity of lines per page in lists

► PROCESS



▼ PROCESS

Process 1.1

**Requests and Orders: Create a New Key Request**

To begin a new Key Request,

1) Click on **Requests and Orders** menu button

<<Upon clicking, the **Requests and Orders** screen will open in the main window>>

▶ INFORMATION



▼ PROCESS

Process 1.1

From the Requests and Orders screen,

2) Click on **New Key Request**

<<Upon clicking, the New Key **Request** screen will open in a new pop up window>>

► INFORMATION

Northwestern

Test Enviroment

Requests & Orders

Approvers

Reports

CJ Marshall

SimpleK 1.17.4

2

New Key Request

Current ▼

Issuance Requests

Download

Print

No Request found

▼

PROCESS

Process 1.1

Begin typing the Key Recipient's name and a drop down will appear,

3) Click on the **Key Recipient's name** when it appears

▶

INFORMATION

Northwestern University

SimpleK 1.17.4

Test

New Key Request

Requester

Recipient

Key Return Date

Reason

NUPD #

Pickup Delegate

Optional Delivery

Chart String

Campus

Key

Building

Room

Marshall, CJ | 1106547 | Facilities Management

3

re

BLEHER, REINER | MCC Materials Science & Engg

Bleher, Reiner | 1073144 | McCormick Schl of Eng

Huang, Reiping | 1091530 | Feinberg School of M

Kehoe, Reid | 1100810 | Feinberg School of Medi

Nagasaka, Reina | 2947910 | Feinberg School of I

Neuhalfen, Reinessa | 1013819 | University Librar

Padjen, Reis | 1117795 | Feinberg School of Medi

Rauterkus, Reid | 1103412 | Kellogg School of Ma

REICH, BRYONY | Kellogg Management & Strate

REICH, DEAN ANTHONY | 2662778 | WCAS Econ

Reich, Stephen | 1090788 | Univ Athletics-Conditi

REICH, STEPHEN THOMAS | 2737364

OR

Type key name

Building

Room

Add

SimpleK 1.17.4

Current

Print

2021 SimpleK

Fill out this form to complete your request.

Use the "Add" button to request access for multiple doors or keys.

Use the "Submit" button to send the request.

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▼

PROCESS

Process 1.1

Optional information,

4) Click on the **Key Return Date** to choose a date the Recipient will return the key(s)

▶

INFORMATION

Northwestern University

Test

New Key Request

Requester

Marshall, CJ | 1106547 | Facilities Management

Recipient

Type holder name first 2 letters

Key Return Date

4

March, 2025

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today: March 26, 2025

Reason

NUPD #

Pickup Delegate

Optional Delivery

Chart String

Campus

Key

Type key name first letters

OR

Building

Room

Add

SimpleK, Pu

2021 SimpleK

SimpleK 1.17.4

Current

Print

Submit this form to create your request.

Use the "Add" button to provide a replacement key request access for multiple doors or keys.

Use the "Submit" button to send the request.

▼ PROCESS

Process 1.1

- 5) Click on the drop-down arrow to select the **Reason** for the Key Request.

► INFORMATION

**New Key Request**

Requester: Marshall, CJ | 1106547 | Facilities Management

Recipient:

Key Return Date:

Reason: 5 New or Replacement Key ▼

NUPD #:

Pickup Delegate:

Optional Delivery: ☐

Chart String:

Campus:

**Requested Access**

Key:

OR

Building:

Room:

Fill out this form to complete your request.

"Add" button to access for multiple users or keys.

Use the "Submit" button to send the request.

▼ PROCESS

Process 1.1

If you reason is Lost or Stolen Key:

6) You must enter the **NUPD report number**

▶ INFORMATION

Northwestern University

New Key Request

Requester

Marshall, CJ | 1106547 | Facilities Management

Recipient

Type holder name first 2 letters

Key Return Date

Reason

New or Replacement Key

NUPD #

6

Lost or stolen keys require an NUPD# to provide a replacement key

Pickup Delegate

Optional Delivery

Who is allowed to pickup the key

☐

Additional labor charges will apply

Chart String

Campus

Requested Access

Key

Type key name first letters

OR

Building

Room

Add

SimpleK, Pu

2021 SimpleK

▼ PROCESS

Process 1.1

Optional information,

7) If the pick-up person is anyone other than the Requestor or the Recipient, enter the name of the **Pickup Delegate**

► INFORMATION

Northwestern University

New Key Request

Requester  
Marshall, CJ | 1106547 | Facilities Management

Recipient

Key Return Date

Reason  
New or Replacement Key

NUPD #

Pickup Delegate

Optional Delivery  
☐

Chart String

Campus

Requested Access

Key

OR

Building

Room

Add

Fill out this form to complete your request.

Use the "Add" button to request access for multiple

button to send the request.

Who is allowed to pickup the key

Additional labor charges will apply

▼ PROCESS

Process 1.1

Optional information,

8) If you want the keys delivered to the Key Recipient, *for an additional charge*, check the **Optional Delivery box**

▶ INFORMATION

Northwestern University

New Key Request

Requester

Marshall, CJ | 1106547 | Facilities Management

Recipient

Key Return Date

Reason

New or Replacement Key

▼

NUPD #

Pickup Delegate

Optional Delivery

8

☐

Chart String

Campus

▼

Requested Access

Key

OR

Building

▼

Room

▼

Add

Fill out this form to complete your request.

Use the "Add" button to request access for multiple doors or keys.

Who is allowed to pickup the key

Submit the "Submit" button to end the request.

Additional labor charges will apply

SimpleK 1.17.4

Current ▼

Print

2021 SimpleK

▼ PROCESS

Process 1.1

Begin typing the Chart String and a drop down will appear,

9) Click on the **Chart String** when it appears

▶ INFORMATION

Northwestern University

New Key Request

Requester

Marshall, CJ | 1106547 | Facilities Management

Recipient

Type holder name first 2 letters

Key Return Date

Reason

New or Replacement Key

NUPD #

Pickup Delegate

Optional Delivery

☐

Chart String

1000000

Campus

Requested Access

Key

Type key name first letters

OR

Building

Room

Add

SimpleK 1.17.4

Current

Print

2021 SimpleK

Fill out this form to complete your request.

Use the "Add" button to request access for multiple doors or keys.

Use the "Submit" button to send the request.

▼ PROCESS

Process 1.1

- 10) Click on the **Campus** where the keys will be picked up or delivered

► INFORMATION

**New Key Request**

Requester: Marshall, CJ | 1106547 | Facilities Management

Recipient:

Key Return Date:

Reason:

NUPD #:

Pickup Delegate:

Optional Delivery: ☐

Chart String:

Campus:  (10)

Key:

Building:

Room:

**Who is allowed to pickup the key**

**Additional labor charges will apply**

Fill out this form to complete your request.

Use the "Add" button to request access for multiple doors or keys.

Use the "Submit" button to send the request.

▼ PROCESS

Process 1.1

There are two way to select keys,

11) First, type in the **key number** and the keys will appear below

12) Click on the desired key

▶ INFORMATION

Optional Delivery

Additional labor charges will apply

Chart String

Campus

11

2

12

20526A | 20526A | MK-System | KELLOGG - RM 1386

Building

Room

Additional information / notes

Submit

Cancel



▼ PROCESS

Process 1.1

There are two way to select keys,

13) Second, use the **drop-down menu** to search the buildings

14) Click on the desired **building**

▶ INFORMATION

Optional Delivery☐

Additional labor charges will apply

Use the Submit button to send the request.

Chart String

Campus

Requested Access

Key

OR

Building Room Addition

8881 - Kellogg Global Hub | Kellogg Global Hub

8840 - 1819 Hinman | 1819 Hinman

8873 - 621-623 Garrett | 621-623 Garrett

8875 - 629 Garrett | 629 Garrett

8877 - Oak Grv Library Ctr | Oak Grv Library Ctr

8879 - 640 Lincoln | 640 Lincoln

8880 - 640 Colfax | 640 Colfax

8881 - Kellogg Global Hub | Kellogg Global Hub

8884 - Segal Visitors Ctr | Segal Visitors Ctr

▼ PROCESS

Process 1.1

Once the building is selected,

15) Use the second **drop-down menu** to select room

► INFORMATION

Optional Delivery ☐

Additional labor charges will apply

Chart String

Campus

Requested Access

Key

OR

Building

Room

Additional

15 01386 | Staff Office | 8881 - Kellogg Global Hub | 8881-01

Submit Cancel

▼ PROCESS

Process 1.1

Optional information,

16) You have the ability to add any **notes** to the Key Request.

*Note: Information added to the notes section will NOT be seen by the recipient and are for the requestors uses only.*

▶ INFORMATION

Optional Delivery ☐

Additional labor charges will apply

Chart String

Campus

Requested Access

Key

OR

Building

Room

Add

Additional Information / Notes:

▼ PROCESS

Process 1.1

Once all the information has been entered,

17) Click **Submit** to complete the request

▶ INFORMATION

Optional Delivery ☐

Additional labor charges will apply

Chart String

Campus

Requested Access

Key

OR

Building

Room

Add

Additional Information / Notes:

17

Submit

Cancel

▼ PROCESS

Process 1.1

After submission,

18) The confirmation message will appear with the **Key Request Number**

► INFORMATION

Northwestern University

Test

New Key Request

SimpleK, Pu

Lost or stolen keys require an NUPD# to provide a replacement key

Pickup Delegate

Who is allowed to pickup the key

Optional Delivery

Additional labor charges will apply

Chart String

Campus

Quantity

Key

Door

Additional Information / Notes:

18

Request KR-000070 has been created with status "Pending Acceptance"

Copy Request

Close

SimpleK 1.17.4

Current

Print

Type

Keys

Keys

2021 SimpleK

## ▼ PROCESS

## Process 1.2

## Requests and Orders: Copy a New Key Request

After the request has been submitted, you can copy the request with all the information pre-entered:

- 1) Click **Copy Request** to open a new request window

<<Upon clicking, a new **New Key Request** pop out window will open >>

▼ IMPORTANT

You can only Copy a Request **immediately** after its creation. You cannot copy a historical request from the Issuance Requests list.

North

Test

New Key

Number

KR-000000

KR-000000

SimpleK, Pu

Lost or stolen keys require an NOPD# to provide a replacement key

Pickup Delegate

Who is allowed to pickup the key

Optional Delivery

Chart String

Campus

Additional labor charges will apply

Quantity	Key	Door
1	20526A	
	20526A	
	MK-System	
	KELLOGG - RM 1386	

Additional Information / Notes:

TEST

Request KR-0000070 has been created with status "Pending Acceptance"

1

Copy Request

Close

▼ PROCESS

Process 1.2

To update the Recipient,

2) Click **Key Holder** and type the name of the new recipient

▶ INFORMATION

New Key Request

Key Authorizer

Marshall, CJ | 1106547 | Facilities Management

Key Holder

2 REITER, ANDREW | 2398151 | MCC Civil & Environr  
REITER, ANDREW | 2398151 | MCC Civil & Enviro  
Reiter, Scott | 2126314 | Facilities Management |

Key Return Date

Reason

NUPD #

Lost or stolen keys require an NUPD# to provide a replacement key

Pickup Delegate

Who is allowed to pickup the key

Optional Delivery

☐

Additional labor charges will apply

Chart String

160-1800000

Campus

Evanston

Requested Access

Key

Type key name first letters

OR

Building

Room

Add

Quantity	Key	Door
	10202	
<div><div>1</div></div>	10202	

Fill out this form to complete your request.

Use the "Add" button to request access for multiple doors or keys.

Use the "Submit" button to send the request.

▼ PROCESS

Process 1.2

To update the Chart String,

3) Click **Chart String** and type the new Chart String number

▶ INFORMATION

New Key Request

Key Authorizer

Marshall, CJ | 1106547 | Facilities Management

Key Holder

Luksis, Ashley

Key Return Date

A return date is required for all students

Reason

New or Replacement Key

NUPD #

Lost or stolen keys require an NUPD# to provide a replacement key

Pickup Delegate

Who is allowed to pickup the key

Optional Delivery

☐

Additional labor charges will apply

Chart String

3

160-1800

160-1800000

160-1800099

160-1800200

160-1800300

Campus

Key

Type key name

Building

Room

Add

Quantity	Key	Door
	10202	
<div><div>1</div></div>	10202	

Fill out this form to complete your request.

Use the "Add" button to request access for multiple doors or keys.

Use the "Submit" button to send the request.



▼ PROCESS

Process 1.2

To update the location,

4) Click the **red X button** next to key information to CLEAR OUT the existing key location

▶ INFORMATION

Optional Delivery☐

Additional labor charges will apply

Chart String

160-1800000

Campus

Evanston

Requested Access

Key


Type key name first letters

OR

Building

Room

Add

Quantity	Key	Door
	10202	
<div><div>4</div><div></div></div>	10202	
	MK-System	
	WEST FAIRCHILD - BUILDING MASTER	

Additional Information / Notes:

Submit

Close

▼ PROCESS

Process 1.2

To update the location,

5) Enter the **Key Number** OR **Building and Room** information

▶ INFORMATION

request access for multiple doors or keys.

Use the "Submit" button to send the request.

Lost or stolen keys require an NUPD# to provide a replacement key

Pickup Delegate

Who is allowed to pickup the key

Optional Delivery

Additional labor charges will apply

Chart String

160-1800000

Campus

Evanston

Requested Access

5

Key

10

Building

Room

10125 | 10125 | MK-System | WEST FAIRCHILD - ROOMS 0

10202 | 10202 | MK-System | WEST FAIRCHILD - BUILDING

10209 | 10209 | MK-System | FAIRCHILD WEST 323 TEMP 1

10205 | 10205 | MK-System | WEST FAIRCHILD - CUSTOM

Add

Additional Information / Notes:

Submit

Cancel

▼ PROCESS

Process 1.2

Once all the necessary information has been updated,

6) Click the **Submit** button to save the request

▶ INFORMATION

Chart String160-1800000

CampusEvanston

Requested Access

Key

Type key name first letters

OR

Building

Room

Add

Quantity KeyDoor

✖

1

10209

10209

MK-System

FAIRCHILD WEST 323 TEMP 10 LINE CYLINDERWT-1423342

Additional Information / Notes:

6

Submit

Cancel

▼ PROCESS

Process 1.2

After submission,

7) The confirmation message will appear with the **Key Request Number**

▶ INFORMATION

Reason

New or Replacement Key

NUPD #

Lost or stolen keys require an NUPD# to provide a replacement key

Pickup Delegate

Who is allowed to pickup the key

Optional Delivery

☐

Additional labor charges will apply

Chart String

160-1800000

Campus

Evanston

Quantity	Key	Door
1		00231 8579 - Fairchild West 8579-02

Additional Information / Notes:

7

Request KR-0000082 has been created with status "Pending Acceptance"

Copy Request

Close

▼ PROCESS

Process 1.3

**Requests and Orders: Issuance Requests**

From the main Requests & Orders screen,

1) The **Issuance Request List** will list requests in chronological order

▶ INFORMATION

Northwestern

Test Enviroment

Requests & Orders

Key Tracking

Delegates

Reports

CJ Marshall

SimpleK 1.18.1

New Key Request

Current ▼

7

Issuance Requests

Download

Print

Number	Key Holder	Status	Optional Delivery	Request date	Expected by	Type
<a href="#">KR-000069</a>	<a href="#">Scott Reiter</a>	<a href="#">Completed</a>	<input type="checkbox"/>	3/27/2025		Keys
<a href="#">KR-000070</a>	<a href="#">CJ Marshall</a>	<a href="#">Policy Accepted</a>	<input type="checkbox"/>	3/27/2025		Keys
<a href="#">KR-000071</a>	<a href="#">MaryPat Pyles</a>	<a href="#">Pending Acceptance</a>	<input type="checkbox"/>	4/1/2025		Keys
<a href="#">KR-000072</a>	<a href="#">Keith Barr</a>	<a href="#">Pending Acceptance</a>	<input type="checkbox"/>	4/1/2025		Keys

▼ PROCESS

Process 1.3

Requests and Orders: Issuance Requests

While the default view is all Current Requests, to see Historical Requests,

2) Click the **drop-down menu**

3) Select **All**

▶ INFORMATION

Northwestern

Test Enviroment

Requests & Orders

Key Tracking

Delegates

Reports

CJ Marshall

SimpleK 1.18.1

New Key Request

Issuance Requests

Number	Key Holder	Status	Optional Delivery	Request date	Expected
<a href="#">KR-000069</a>	<a href="#">Scott Reiter</a>	<a href="#">Completed</a>	<input type="checkbox"/>	3/27/2025	Keys
<a href="#">KR-000070</a>	<a href="#">CJ Marshall</a>	<a href="#">Policy Accepted</a>	<input type="checkbox"/>	3/27/2025	Keys
<a href="#">KR-000071</a>	<a href="#">MaryPat Pyles</a>	<a href="#">Pending Acceptance</a>	<input type="checkbox"/>	4/1/2025	Keys
<a href="#">KR-000072</a>	<a href="#">Keith Barr</a>	<a href="#">Pending Acceptance</a>	<input type="checkbox"/>	4/1/2025	Keys

Current ▼

Current

All

▼ PROCESS

Process 1.3  
Requests and Orders: Issuance Requests

Other report abilities include,

4) Click Download to download an Excel file

5) Click Print to send this view to your printer

► INFORMATION

Northwestern

Test Enviroment

Requests & Orders

Key Tracking

Delegates

Reports

CJ Marshall

SimpleK  
1.18.1

New Key Request

Current ▼

Issuance Requests

4

5

Download

Print

Number	Key Holder	Status	Optional Delivery	Request date	
<a href="#">KR-000069</a>	<a href="#">Scott Reiter</a>	<a href="#">Completed</a>	<input type="checkbox"/>	3/27/2025	Keys
<a href="#">KR-000070</a>	<a href="#">CJ Marshall</a>	<a href="#">Policy Accepted</a>	<input type="checkbox"/>	3/27/2025	Keys
<a href="#">KR-000071</a>	<a href="#">MaryPat Pyles</a>	<a href="#">Pending Acceptance</a>	<input type="checkbox"/>	4/1/2025	Keys
<a href="#">KR-000072</a>	<a href="#">Keith Barr</a>	<a href="#">Pending Acceptance</a>	<input type="checkbox"/>	4/1/2025	Keys

▼ PROCESS

Process 1.3

**Requests and Orders: Issuance Requests**

To open a current request,

6) Click any of the **highlighted columns**

<<Upon clicking, the *Key Request* pop out window will open >>

▶ INFORMATION

Northwestern

Test Enviroment

Requests & Orders

Key Tracking

Delegates

Reports

CJ Marshall

SimpleK  
1.18.1

New Key Request

Current ▼

Issuance Requests

Download

Print

6

Number	Key Holder	Status	Optional Delivery	Request date	Expected by	Type
<a href="#">KR-000069</a>	<a href="#">Scott Reiter</a>	<a href="#">Pending Acceptance</a>		3/27/2025		Keys
<a href="#">KR-000071</a>	<a href="#">MaryPat Pyles</a>	<a href="#">Pending Acceptance</a>	<input type="checkbox"/>	4/1/2025		Keys
<a href="#">KR-000072</a>	<a href="#">Keith Barr</a>	<a href="#">Pending Acceptance</a>	<input type="checkbox"/>	4/1/2025		Keys



▼ PROCESS

Process 1.3  
Requests and Orders: Issuance Requests

7) View the Request details

► INFORMATION

You **cannot** Copy a Key Request from the Request Details screen. This can only be done at the time of the New Key Request entry.

Northwestern

Test Enviroment

New Key Request

Number	Recipient
KR-0000069	Scott Reiter

SimpleK, Putting Key Control in Your Hands

Request details

Number: KR-0000069

Requester: Marshall, CJ | 1106547 | Facilities Management

Recipient: Reiter, Scott | 2126314 | Facilities Management

Reason: New or Replacement Key

Request date: 3/27/2025

Key Return Date

Status: Pending Acceptance

Optional Delivery: ☐

NUPD #

Pickup Delegate

Chart String 160-1800000

Campus Evanston

Note:

TEST

List of associated keys and doors

Key	System	Door	Quantity
20526A	A00812B		1

Close

CJ Marshall SimpleK 1.17.4

Current

Download

Print

Expected by	Type
	Keys

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▶ INFORMATION

Process 2  
Transfer Keys

On the Key Tracking screen, you will see all the keys that you have Authorization or Delegate responsibilities over.

▼ PROCESS

Process 2  
Transfer Keys

To Transfer an existing key ,

1) Click on **Key Tracking** menu button

<<Upon clicking, the **Key Tracking** screen will open in the main window>>



▼ PROCESS

Process 2

Locate the Key Copy you want to transfer from the list, OR

2) Use the **Search Bar** to narrow down your list

▶ INFORMATION

Northwestern

Test Enviroment

Requests & Orders

Key Tracking

Delegates

Reports

Christina Johnson

SimpleK 1.17.8

































2

All Keys

Door number or description

Key Code, Sequence # or Holder Name

Search

Key Copy	Holder	Issue Date	Due Date	Status	
  <a href="#">14</a>	<a href="#">Mark Wheeler   1094006</a>  	4/4/2025		Pending Acceptance	<a href="#">38 Assoc. Doors</a>
  <a href="#">1</a>	<a href="#">NEIGHBOR HOOD DESK ALLISON   9964453</a>  	6/2/2021		Issued	<a href="#">3 Assoc. Doors</a>
  <a href="#">2</a>	<a href="#">NEIGHBOR HOOD DESK ALLISON   9964453</a>  	6/2/2021		Issued	<a href="#">3 Assoc. Doors</a>
  <a href="#">1</a>	<a href="#">Daniel Li   1106210</a>  	7/8/2024		Issued	
  <a href="#">2</a>	<a href="#">Daniel Li   1106210</a>  	9/12/2024		Issued	
  <a href="#">3</a>	<a href="#">Daniel Li   1106210</a>  	9/12/2024		Issued	
  <a href="#">1</a>	<a href="#">KEY BOX RESIDENTIAL SERVICES  </a>  	11/8/2011		Issued	<a href="#">34 Assoc. Doors</a>
  <a href="#">9</a>	<a href="#">KEY BOX RESIDENTIAL SERVICES  </a>  	6/13/2013		Issued	<a href="#">34 Assoc. Doors</a>

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▼ PROCESS

Process 2

Once you have located the Key Copy,

3) Click on the **Chart Icon** to open the key information

<<Upon clicking, the **Selected Key Information** will appear at the top of the Key Tracking screen >>

▶ INFORMATION

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Requests & Orders

Key Tracking

Delegates

Reports

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All Keys

Door number or description

Key Code, Sequence # or Holder Name

Search

Select All

Download

Print

Key Copy	Holder	Issue Date	Due Date	Status	
14	Mark Wheeler   1094006	4/4/2025		Pending Acceptance	38 Assoc. Doors
1	NEIGHBOR HOOD DESK ALLISON   9964453	6/2/2021		Issued	3 Assoc. Doors
2	NEIGHBOR HOOD DESK ALLISON   9964453	6/2/2021		Issued	3 Assoc. Doors
1	Daniel Li   1106210	7/8/2024		Issued	
2	Daniel Li   1106210	9/12/2024		Issued	
3	Daniel Li   1106210	9/12/2024		Issued	
1	KEY BOX RESIDENTIAL SERVICES	11/8/2011		Issued	34 Assoc. Doors
9	KEY BOX RESIDENTIAL SERVICES	6/13/2013		Issued	34 Assoc. Doors

▼ PROCESS

Process 2

From the Selected Keys section at the top of the screen,

4) Click the **Modify** button

<<Upon clicking, a **Key Tracking** pop up window will appear>>

▶ INFORMATION

Northwestern

Test Enviroment

Requests & Orders

Key Tracking

Delegates

Reports

Christina Johnson

SimpleK 1.17.8

Selected Key(s):

Key Copy	Holder	Issue Date	Due Date	Status
14	Mark Wheeler	4/4/2025		Pending Acceptance

All Keys

Door number or description

Key Code, Seq

Order Name

Search

4

Modify

Signature

Return Keys

Clear

Select All

Download

Print

Key Copy	Holder	Issue Date	Due Date	Status	
14	Mark Wheeler   1094006	4/4/2025		Pending Acceptance	38 Assoc. Doors
1	NEIGHBOR HOOD DESK ALLISON   9964453	6/2/2021		Issued	3 Assoc. Doors
2	NEIGHBOR HOOD DESK ALLISON   9964453	6/2/2021		Issued	3 Assoc. Doors

▼ PROCESS

Process 2

To update the Key information,

5) Begin **typing** the name of the person to which you want to transfer the key into the Holder section

► INFORMATION

Northwestern  
Test Environment

Requests & OrdersKey TrackingDelegatesReports

CJ MarshallSimpleK 1.18.7

Selected Key(s):

Key Copy	Holder
14	CHRISTINA
All Keys	
Key Copy	Holder
14	CHRISTINA M
1	NEIGHBOR H
2	NEIGHBOR H
1	Daniel Li   11
2	Daniel Li   11
3	Daniel Li   11
1	KEY BOX RES
9	KEY BOX RES
32	ZEZYAWU ZI
1	LARITA D HA
4	LARITA D HA

Key Tracking:

Key Copy14

HolderJohnson,Christi

Issue Date

Status

Due Date

Johnson, Christian | 110587 | Feinberg School of Medicine

Johnson, Christina | 1106547 | Facilities Management

Johnson, Christina | 1111941 | Feinberg School of Medicine

JOHNSON, CHRISTINA M | 1075370 | Facilities Mgmt

Johnson, Christine | cjt0160

AL SERVICES | 0316728

38 Assoc. Doors3 Assoc. Doors3 Assoc. Doors34 Assoc. Doors34 Assoc. Doors34 Assoc. Doors

▼ PROCESS

Process 2

(cont.) To update the Key information,

6) The **Issue Date** will AUTO-POPULATE to the current date

► INFORMATION

Northwestern

Test Enviroment

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CJ Marshall SimpleK 1.18.7

Selected Key(s):

Key Copy	Holder
14	CHRISTINA
All Keys	
Key Copy	Holder
14	CHRISTINA
1	NEIGHBOR
2	NEIGHBOR
1	Daniel Li   11
2	Daniel Li   11
3	Daniel Li   11
1	KEY BOX RES
9	KEY BOX RES
32	ZEZYAWU ZI
1	LARITA D HA
4	LARITA D HA

Key Tracking:

Key Copy14

HolderJOHNSON, CHRISTINA M

Issue Date4/23/2025

Status

Due Date

Note

OkCancel

Signature

Return Keys

Clear

Search

Select All

Download

Print

38 Assoc. Doors

3 Assoc. Doors

3 Assoc. Doors

34 Assoc. Doors

34 Assoc. Doors

34 Assoc. Doors

▼ PROCESS

Process 2

(cont.) To update the Key information,

7) The Due Date is optional

► INFORMATION

Northwestern

Test Environment

Requests & OrdersKey TrackingDelegatesReports

CJ MarshallSimpleK 1.18.7

Selected Key(s):

Key Copy	Holder
14	CHRISTINA
All Keys	
Key Copy	Holder
14	CHRISTINA M
1	NEIGHBOR H
2	NEIGHBOR H
1	Daniel Li   11
2	Daniel Li   11
3	Daniel Li   11
1	KEY BOX RES
9	KEY BOX RES
32	ZEZYAWU ZI
1	LARITA D HA
4	LARITA D HA

Key Tracking:

Key Copy14

HolderJOHNSON, CHRISTINA M

Issue Date4/23/2025

StatusPending Acceptance

Due Date

7

Calendar: April, 2025

38 Assoc. Doors3 Assoc. Doors3 Assoc. Doors34 Assoc. Doors34 Assoc. Doors34 Assoc. Doors



▼ PROCESS

Process 2

(cont.) To update the Key information,

8) The **Note** section is optional

*Note: Information added to the notes section will NOT be seen by the recipient and are for the requestors uses only.*

▶ INFORMATION

Northwestern

Test Enviroment

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Reports

CJ Marshall

SimpleK 1.18.7

Selected Key(s):

Key Copy	Holder
14	CHRISTINA M
All Keys	
Key Copy	Holder
14	CHRISTINA M
1	NEIGHBOR H
2	NEIGHBOR H
1	Daniel Li   11
2	Daniel Li   11
3	Daniel Li   11
1	KEY BOX RES
9	KEY BOX RES
32	ZEZYAWU ZI
1	LARITA D HA
4	LARITA D HA

Key Tracking:

Key Copy

14

Holder

JOHNSON, CHRISTINA M

Issue Date

4/23/2025

Status

Pending Acceptance

Due Date

Note

Transferred keys from M Wheeler to C Johnson on 4/23

Ok

Cancel

▼ PROCESS

Process 2

(cont.) To update the Key information,

9) Click the **OK** button to save the transfer

<<Upon clicking, the *Key Tracking* pop up window will close >>

▶ INFORMATION

Northwestern

Test Enviroment

Requests & OrdersKey TrackingDelegatesReports

CJ MarshallSimpleK 1.18.7

Selected Key(s):

Key Copy	Holder
14	CHRISTINA
All Keys	
Key Copy	Holder
14	CHRISTINA M
1	NEIGHBOR H
2	NEIGHBOR H
1	Daniel Li   11
2	Daniel Li   11
3	Daniel Li   11
1	KEY BOX RES
9	KEY BOX RES
32	ZEZYAWU ZI
1	LARITA D HA
4	LARITA D HA

Key Tracking:

Key Copy

14

Holder

JOHNSON, CHRISTINA M

Issue Date

4/23/2025

Status

Pending Acceptance

Due Date

Note

9

Ok

Cancel

▼ PROCESS

Process 2

(cont.) To update the Key information,

10) The new key information will appear at the top of the screen

► INFORMATION

Northwestern

Test Enviroment

Requests & Orders

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Delegates

Reports

Christina Johnson

SimpleK 1.17.8

10 Selected Key(s):

Key Copy	Holder	Issue Date	Due Date	Status
14	CHRISTINA M JOHNSON	4/23/2025		Pending Acceptance

All Keys

Door number or description

Key Code, Sequence # or Holder Name

Search

Select All

Download

Print

Key Copy	Holder	Issue Date	Due Date	Status	
14	CHRISTINA M JOHNSON   1075370	4/23/2025		Pending Acceptance	38 Assoc. Doors
1	NEIGHBOR HOOD DESK ALLISON   9964453	6/2/2021		Issued	3 Assoc. Doors
2	NEIGHBOR HOOD DESK ALLISON   9964453	6/2/2021		Issued	3 Assoc. Doors

## ▼ PROCESS

Process 3.1

**Manage Key Authorizers: View Delegates**

To view Delegates,

- 1) Click the **Delegates** menu button

<<Upon clicking, the **Delegates** screen will appear in the current window >>

## ▶ INFORMATION



▼ PROCESS

Process 3.1

(cont.) To view Delegates,

2) The active Delegates will appear on the screen

► INFORMATION

Northwestern

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CJ Marshall

SimpleK 1.18.7

Select new delegate

Type holder name first 2 letters

10202

Last Name	First Name	Email	Identification Number	Status
Luksis	Ashley		1113907	<div>Dismiss</div>

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▼ PROCESS

Process 3.2

**Manage Key Authorizers: Add Delegates**

To add a new Delegate,

- 1) Type in the **name** of the new Delegate into the search bar at the top of the screen
- 2) Click on the **name** of the new Delegate

▶ INFORMATION

Northwestern

Test Enviroment

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CJ Marshall

SimpleK 1.18.7

Select new delegate

1

reit

2

REITER, ANDREW | 2398151 | MCC Civil & Environmental Engg

Reiter, Scott | 2126314 | Facilities Management

Reith, Alisa | 3054067 | Education Learning Sciences

Reith, Arianna | 3338079 | Office of the Provost

Reitneris, Aura | 1102335 | Feinberg School of Medicine

REITZ, DAVID | 2336500 | Univ Athletics - Admin

REITZ, DEBORAH A | 1027240 | Office of Human Resources

REITZ, ERIN ELIZABETH | School of Continuing Studies

Reitz, Samantha | 3408846 | Weinberg College of Arts & Sci

Status

Dismiss

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▼ PROCESS

Process 3.2

Upon clicking the new Delegate’s name, the room numbers will appear below the name.

The room number list will include all rooms the user has authority over.

3) Click the **room number** button

▼ IMPORTANT

Click each room number button **individually** to add the new Delegate to each space.

Northwestern

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CJ Marshall

SimpleK 1.17.4

Test Enviroment

Select new delegate

REITER, ANDREW

3

Add to

KELLOGG MASTER

KELLOGG - RM 1386

KELLOGG MASTER

Last Name	First Name	Email	Identification Number	Status
Jerome	Sylvain	sylvain.jerome@assaabloy.com	0000001	Dismiss
Caluag	Joy		1076861	Dismiss

KELLOGG - RM 1386

Last Name	First Name	Email	Identification Number	Status
Peavler	Steve		1043429	Dismiss

▼ PROCESS

Process 3.2

Upon clicking the room number(s), the new Delegate's name will automatically appear below the Space section.

► INFORMATION

Northwestern

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CJ Marshall

SimpleK 1.17.4

Test Enviroment

Select new delegate

REITER, ANDREW

Add to

KELLOGG MASTER

KELLOGG - RM 1386

Last Name	First Name	Email	Identification Number	Status
Jerome	Sylvain	sylvain.jerome@assaabloy.com	0000001	Dismiss
REITER	ANDREW		2398151	Dismiss
Caluag	Joy		1076861	Dismiss

KELLOGG - RM 1386

Last Name	First Name	Email	Identification Number	Status
Peavler	Steve		1043429	Dismiss



▼ PROCESS

Process 3.3  
Manage Key Authorizers: Remove Delegates

To remove an existing Delegate,

1) Locate the **name** of the Delegate to remove

2) Click the **Dismiss** button to the right of the name

► INFORMATION

Northwestern

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CJ Marshall

SimpleK 1.17.4

Test Enviroment

Select new delegate

REITER, ANDREW

Add to

KELLOGG MASTER

KELLOGG - RM 1386

Last Name	First Name	Email	Identification Number	Status
Jerome	Sylvain	sylvain.jerome@assaabloy.com	0000001	<div>Dismiss</div>
REITER	ANDREW		2398151	<div>Dismiss</div>
Caluag	Joy		1076861	<div>Dismiss</div>

KELLOGG - RM 1386

Last Name	First Name	Email	Identification Number	Status
Peavler	Steve		1043429	<div>Dismiss</div>

▼ PROCESS

Process 3.3

Upon clicking, the existing Delegate’s name will automatically be removed from below the Space section.

► INFORMATION

Northwestern

Requests & Orders

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CJ Marshall

SimpleK 1.17.4

Test Enviroment

Select new delegate

Type holder name first 2 letters

KELLOGG MASTER

Last Name	First Name	Email	Identification Number	Status
Jerome	Sylvain	sylvain.jerome@assaabloy.com	0000001	Dismiss
Caluag	Joy		1076861	Dismiss

KELLOGG - RM 1386

Last Name	First Name	Email	Identification Number	Status
Peavler	Steve		1043429	Dismiss

▼ PROCESS

Process 4

**Key Pick Up**


Once a Key Request has been submitted, the Recipient will receive a Creation Notification. They must accept the University Key Policy,

1) Click on the [link](#) to open SimpleK website


<<Upon clicking, the **SimpleK** site will open in a new browser window >>


▶ INFORMATION

Key policy acceptance is required. KR-0000050



no-reply@simplekcloud.com

To  Joy Caluag

 This sender no-reply@simplekcloud.com is from outside your organization.

**<SimpleK Test Environment>**

A key request has been created for you. (KR-0000050)

You need to accept the University Key Policy to complete the request.

1

Log on to [site](#) to accept the policy



▼ PROCESS

Process 4

Once on the SimpleK site, to accept the University Key Policy,

- Check the **box** to confirm that you have read and accept the key issuance policy
- Click the **Agree** button to save your acceptance

▶ INFORMATION

Signature capture :  



Marshall, CJ | 1106547 | Facilities Management

I agree to the following:

Key Issuance Terms and Conditions

Everyone acting on behalf of the University has a responsibility for faculty, staff, and student safety and security of university physical facilities and equipment therein. An essential element of this responsibility is the control to ensure that university facilities and equipment are used only for authorized purposes.

☐ I have read and I accept the key issuance policy.

Signature capture :  

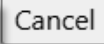
Marshall, CJ | 1106547 | Facilities Management

I agree to the following:

A key holder must maintain security of the credential and must agree to the following conditions:

- not to give or loan the key to others;
- not to make any attempts to copy, alter, duplicate, or reproduce the key;
- may only have one key per application (no spares);

2 ☒

3 **Agree** 

▼ PROCESS

Process 4

After the Key Holder has accepted the Key Policy, they will receive the Key Policy Acceptance Confirmation,

4) It will include the date and time of acceptance.

Note: A downloadable copy of the Key Policy will be attached to the email.

► INFORMATION

Northwestern

KEY ISSUANCE TERMS AND CONDITIONS

Holder : CJ Marshall , 1106547  
Training & Support Specialist  
Facilities Management

By signing this form, I agree to the following:

1. not to give or loan the key to others;

2. not to make any attempts to copy, alter, duplicate, or reproduce the key;

3. may only have one key per application (no spares);

4. to use the key for authorized purposes only;

5. to safeguard and store the key securely;

6. to immediately report any lost or stolen keys;

7. keys are property of Northwestern University and the key holder must produce or surrender the key upon official request;

8. if the key is lost, stolen, or not surrendered when requested, a charge that reflects the cost of changing all locks affected may be assessed.

4

cmj5077@ads.northwestern.edu  
5/8/2025 2:43:03 PM

## ▼ PROCESS

## Process 4

Once the keys are ready for pick up, both the Key Requestor and the Key Holder will receive the Key Request Complete notification.

Information will include:

- 5) The **location** and **times** keys can be picked up
- 6) The key pick up **requirements**

## ▶ INFORMATION

## Your keys are ready



no-reply@simplekcloud.com

To Joy Caluag



8:05 PM



This sender no-reply@simplekcloud.com is from outside your organization.

Your key request is complete, keys can be picked up at **345 E. Superior 15<sup>th</sup> floor.**

5

- Keys can be picked up **Tuesday and Wednesday from 8:30am-Noon.**

6

Person(s) picking up the key must-have, and present, a valid Northwestern ID.

Keys can only be picked up by the following individuals:

- Key Authorizer
- Person to whom the key is assigned.
- Or previously communicated designee.

▼ PROCESS

Process 4

At the time of pick up,  
7) The **Key Holder** must provide a signature of acceptance  
  
*Note: A copy of the signature and Key Policy will be emailed to the Key Holder after completion.*

► INFORMATION

< Joy Caluag (1076861)

Last Name Caluag

First Name Joy


Department Information Technology

Address 1800 Sherman Ave Suite 200

Phone 847/467-6883

Key Duplicate List

Click on key to remove

 20973-006

To be returned on 3/1/2025

KEY ISSUANCE POLICY

- I will not attempt to duplicate my keys
- I am not authorized to loan or give my keys
- I will return the key(s) no later than the due date or at the end of my mandate
- I will promptly declare any lost or damaged key(s) to the appropriate person.

Please sign here (Press Clear to retry).

Confirm

< Joy Caluag (1076861)

Last Name Caluag

First Name Joy


Department Information Technology

Address 1800 Sherman Ave Suite 200

Phone 847/467-6883

Key Duplicate List


Click on key to remove

 20973-006

To be returned on 3/1/2025

KEY ISSUANCE POLICY

- I will not attempt to duplicate my keys
- I am not authorized to loan or give my keys
- I will return the key(s) no later than the due date or at the end of my mandate
- I will promptly declare any lost or damaged key(s) to the appropriate person.

 Clear

7

Please sign here (Press Clear to retry).

Confirm

▼ PROCESS

Process 5.1

**Reports: Access Key Reports**

There are two ways to access the Key Reports.

First,

- 1) Hover over the **Reports** menu button
- 2) Click on either **report name** when the drop-down menu appears

▶ INFORMATION





▼ PROCESS

Process 5.1

Second,

3) Click on **Reports** menu button

<<Upon clicking, the **Reports list** will open in the existing window >>

▶ INFORMATION



▼ PROCESS

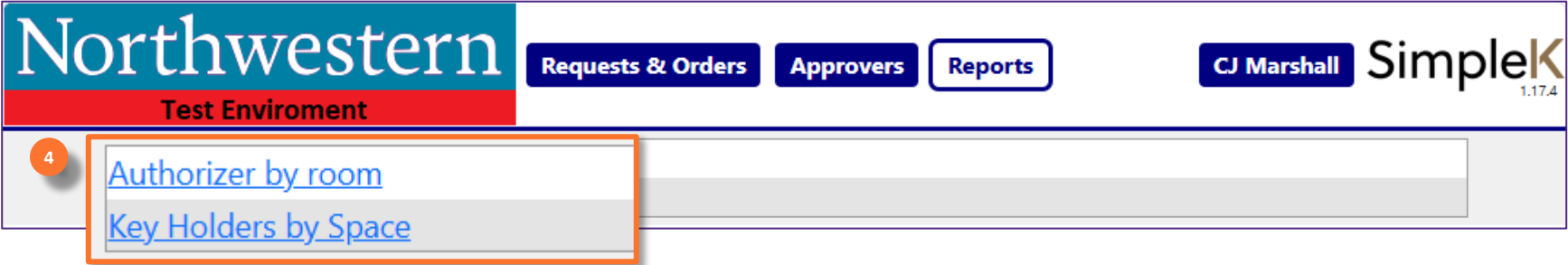
Process 5.1

After the report menu opens below,

4) Click on the **Report Name** to open the report

<<Upon clicking, each individual **Report** will open in the existing window >>

► INFORMATION



▼ PROCESS

▼ INFORMATION

Process 5.2  
Reports: Authorizer by Room

The Authorizer by Room report is available to every Northwestern employee with Facilities Connect access.

This report is used to determine who an authorizer is for a specific space. An individual can then contact that authorizer to request a key.

Users can search by building name, room number, or authorizer name.

4

Northwestern

Reports

CJ Marshall SimpleK 1.18.5

Authorizer by room

Search

[Download](#)[Print](#)

Last Name	First Name	ID	Room	Building	Hook	Description
Biby	Will	1107316	00011	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00036A	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00038	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00038A	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00045	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00046	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00050	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00058	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00059	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00060	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00065	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00067	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00167	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00201	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00202	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00202A	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00202B	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00212	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00214	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00217	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00219	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00220	8728 - Regenstein Music	20200	RCMA - music dept master
Biby	Will	1107316	00222	8728 - Regenstein Music	20200	RCMA - music dept master

12345678910... >>

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▼ PROCESS

▼ INFORMATION

Process 5.3

Reports: Key Holders by Space

The Key Holders by Space report is available Key Authorizers **ONLY**.

This report details all the keys that the user is authorized for and to whom those keys are assigned.

Northwestern

Test Enviroment

Requests & Orders

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Reports

CJ Marshall

SimpleK  
1.18

Key Holders by Space

[Download](#) [Print](#)

Building	Room	Key Code	Description	Last Name	First Name	ID
8777 - 2016 Sheridan	00101	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8777 - 2016 Sheridan	00101	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8777 - 2016 Sheridan	00103A	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8777 - 2016 Sheridan	00103A	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00002	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00002	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00003	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00003	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00004	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00004	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00005	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00005	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00005	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00005	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00006	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00006	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00007	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00007	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00008	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00008	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00009	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00009	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00010	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00010	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00011	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00011	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00142	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00142	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259
8579 - Fairchild West	00143	10202	WEST FAIRCHILD - BUILDING MASTER	JOHNSON	CHRISTINA M	1075370
8579 - Fairchild West	00143	10202	WEST FAIRCHILD - BUILDING MASTER	Abrams	Jessica	1041259

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► PROCESS

▼ INFORMATION

Process 6  
**Appendix: Notification List**

This lists contains the current notification types and who receives them.

The following pages will detail the content of each notification.

Notification Type	Key Authorizer	Key Holder
Request Creation		X
T&C Confirmation		X
Ready for Pick Up	X	X
Completion Confirmation		X
Key Policy Recurring Reminders		X
Pick Up Recurring Reminder	X	X
Key Expiration Recurring Reminder	X	X

## ▶ PROCESS

## ▼ INFORMATION

Process 6

Key Policy Acceptance

- Key Request has been created on your behalf.
- Request to sign the Terms and Conditions.

Key policy acceptance is required. KR-0000050



no-reply@simplekcloud.com

To Joy Caluag



This sender no-reply@simplekcloud.com is from outside your organization.

## <SimpleK Test Environment>

A key request has been created for you. (KR-0000050)

You need to accept the University Key Policy to complete the request.

Log on to [site](#) to accept the policy

## ▶ PROCESS

## ▼ INFORMATION

Process 6

Key Policy Acceptance Confirmation

- Confirmation that the Terms and Conditions agreement has been signed by the Key Holder
- Copy of the signed Terms and Conditions for your records.

# Northwestern

KEY ISSUANCE TERMS AND CONDITIONS

**Holder :** CJ Marshall , 1106547  
Training & Support Specialist  
Facilities Management

By signing this form, I agree to the following:

1. not to give or loan the key to others;
2. not to make any attempts to copy, alter, duplicate, or reproduce the key;
3. may only have one key per application (no spares);
4. to use the key for authorized purposes only;
5. to safeguard and store the key securely;
6. to immediately report any lost or stolen keys;
7. keys are property of Northwestern University and the key holder must produce or surrender the key upon official request;
8. if the key is lost, stolen, or not surrendered when requested, a charge that reflects the cost of changing all locks affected may be assessed.

cmj5077@ads.northwestern.edu  
5/8/2025 2:43:03 PM

## ▶ PROCESS

## ▼ INFORMATION

Process 6

**Key Request Complete**

- Keys are ready for pickup
- Will include Location and Times key can be picked up
- Key Pick up Requirements

## Your keys are ready



no-reply@simplekcloud.com

To Joy Caluag



8:05 PM



This sender no-reply@simplekcloud.com is from outside your organization.

Your key request is complete, keys can be picked up at **345 E. Superior 15<sup>th</sup> floor.**

**- Keys can be picked up Tuesday and Wednesday from 8:30am-Noon.**

Person(s) picking up the key must-have, and present, a valid Northwestern ID.

Keys can only be picked up by the following individuals:

- Key Authorizer
- Person to whom the key is assigned.
- Or previously communicated designee.



## ▶ PROCESS

## ▼ INFORMATION

## Process 6

**Confirmation of Key Receipt**

- Confirmation the keys were picked up and by whom.
- Copy of signature
- Copy of Key Agreement

# Northwestern

**KEY ISSUANCE AGREEMENT**

**Holder :** Joy Caluag , 1076861  
Systems Analyst Lead  
Information Technology  
j-caluag@northwestern.edu  
847/467-6883

**Date of Issuance:** 2025-02-17

**Issuer:** Joy Caluag

<b><u>Key</u></b>	<b><u>Sequence No.</u></b>	<b><u>Due Date</u></b>
20973	20973-006	2025-03-01

By accepting the key(s) and signing this form, I agree to the following:

- I confirm the accuracy of the key(s) list.
- I will not attempt to duplicate this key(s).
- I am not authorized to loan or give this key(s) to any other individual.
- I will return the key(s) no later than the due date listed above or at the end of my mandate, if no due date is listed.
- I will promptly declare any lost or damaged key(s) to the appropriate person.



Holder's Signature

## ▶ PROCESS

## ▼ INFORMATION

## Process 6

Recurring Reminders

- Key Policy Required: Sent every 3 days from Request Submitted Date

**From:** no-reply@simplekcloud.com <no-reply@simplekcloud.com>

**Sent:** Thursday, May 22, 2025 7:00 PM

**To:**

**Subject:** REMINDER Key policy acceptance is Required

A key request has been created for you. (KR-0000073)

You need to accept the University Key Policy to complete the request.

Log on to [site](#) to accept the policy

## ▶ PROCESS

## ▼ INFORMATION

Process 6

Recurring Reminders

- Keys ready to pick up: Sent every 7 days from when request is ready for pickup

## REMINDER: Your keys are ready



no-reply@simplekcloud.com

To: CJ Marshall; Mark Wheeler



Reply

Reply all

Forward



Wed 5/21/2025 7:00 PM

Your key request is complete, keys can be picked up at **2020 Ridge Suite 217 Customer Service**

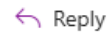
**- Expanded hours TUE, WED from 8:30am-12pm.**

Person(s) picking up the key must-have, and present, a valid Northwestern ID.

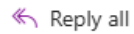
Keys can only be picked up by the following individuals:

- Key Authorizer
- Person to whom the key is assigned.
- Or previously communicated designee.

If keys are not picked up within 16 days, the request will be cancelled. Restock fees may apply.



Reply



Reply all



Forward

▶ PROCESS

▼ INFORMATION

Process 6

**Recurring Reminders**

- Overdue Key Copies: Sent every 7 days, starting one month before keys expire