## Northwestern | FACILITIES CONNECT



Key Holder

FC KEYS: NEW KEY PROCESS



#### TABLE OF CONTENTS

This document has been structured by the key topic(s) and process(es) involved in the management of keys. Please view the table below to locate a specific topic or process contained within the document.

| PROCESS # | TOPIC / PROCESS             | PAGE |
|-----------|-----------------------------|------|
|           | Introduction to FC Keys     | 3    |
| 1.1       | Key Holder Responsibilities | 4    |
| 1.2       | Key Agreement Acceptance    | 13   |
| 1.3       | Picking Up Keys             | 18   |
| 2.1       | Appendix: Notification List | 24   |



| ETTI | NG | CTA | RTFD |
|------|----|-----|------|
|      |    |     |      |

Introduction to FC Keys

▶ PROCESS



### ▼ INFORMATION

Process 1.1

**Key Holder Responsibilities** 

The Key Holder must agree to the Terms and Conditions of holding a key with Northwestern University.

By signing the form, they Key Holder agrees to the following:

- 1) 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);
- 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;
- The 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.

# Northwestern

#### KEY ISSUANCE TERMS AND CONDITIONS

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

By signing this form, I agree to the following:

- not to give or loan the key to others;
- 2. not to make any attempts to copy, alter, duplicate, or reproduce the key,
- 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;
- 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 1.2

#### **Key Agreement Acceptance**

Once an authorized user has created a Key Request on your behalf, you will receive an email confirmation:

1) Click on the site link.

Key policy acceptance is required. KR-0000077

### <SimpleK Test Environment>

A key request has been created for you. (KR-0000077)

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

Log on Site to accept the policy

#### **Key Issuance Terms and Conditions**

Everyone acting on behalf of Northwestern University must take responsibility for faculty, staff, and student safety, as well as the security of university physical space and the assets contained therein. An essential element of security is maintaining adequate control to ensure that university assets are accessed only by those authorized to do so. This necessitates the tracking of university key systems as well as the locations they access and the individuals to whom they are issued.

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

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

► INFORMATION

Version 1.0 © 2025 Northwestern University Page 5 of 14

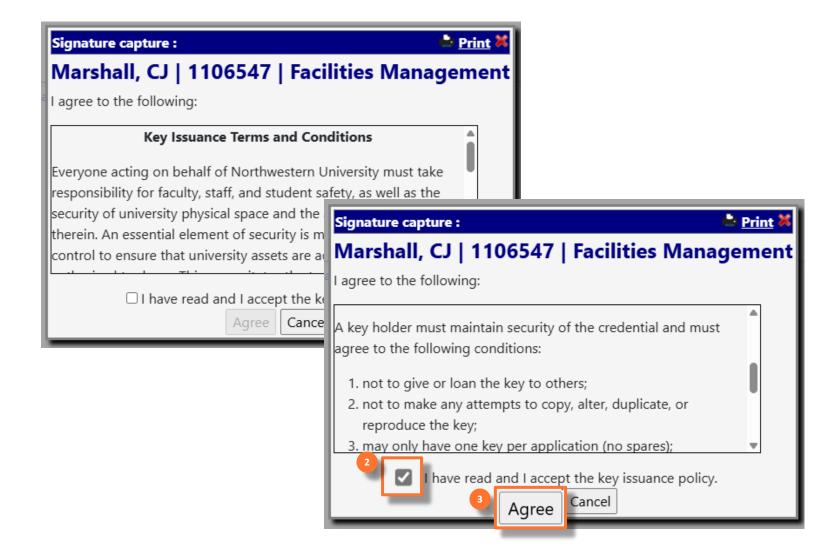


Process 1.2

**Key Agreement Acceptance** 

This will open FC Keys and a signature capture pop up box,

- Click the check box that you have read and accept the key issuance policy.
- Click Agree.





Process 1.3

#### **Pick Up Keys**

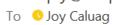
Once your keys are ready for pick up, you will receive an email communication. It will contain the location and times to pick up the keys.

- 1) Ensure you have your valid Northwestern ID with you to pick up the keys.
- 2) You will also need the Key Request number. You can find this on the confirmation email.

## Your keys are ready



no-reply@simplekcloud.com





8:05 PM



i) 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 15th 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.

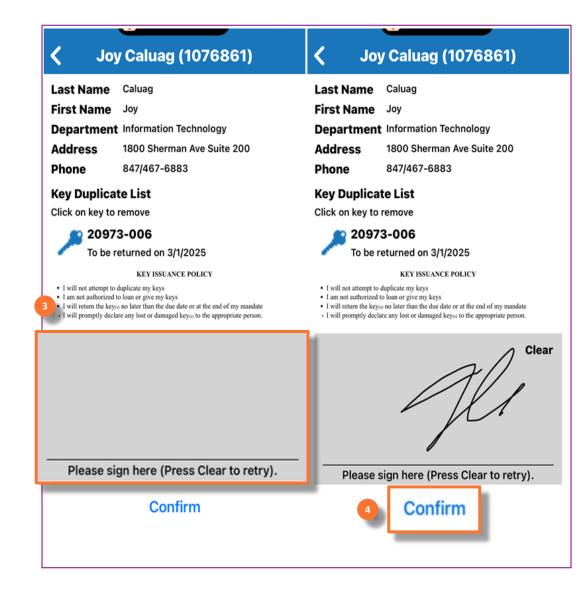


Process 1.3

**Pick Up Keys** 

Customer Service will ask you to sign for the keys,

- 3) Use your finger to sign the presented iPad.
- 4) Click Confirm to save signature.





Process 1.3

**Pick Up Keys** 

Once confirmed,

 You will receive an email confirmation with a copy of your signature. Please keep for your records.

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

 Key
 Sequence No.
 Due Date

 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



#### **▼** INFORMATION

2.1 Appendix **Notification List** 

#### **Key Policy Acceptance**

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

Key policy acceptance is required. KR-0000077

#### <SimpleK Test Environment>

A key request has been created for you. (KR-0000077)

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

Log on to site to accept the policy

#### **Key Issuance Terms and Conditions**

Everyone acting on behalf of Northwestern University must take responsibility for faculty, staff, and student safety, as well as the security of university physical space and the assets contained therein. An essential element of security is maintaining adequate control to ensure that university assets are accessed only by those authorized to do so. This necessitates the tracking of university key systems as well as the locations they access and the individuals to whom they are issued.

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

- 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.



V IN

#### INFORMATION

2.1 Appendix
Notification List

#### **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.



#### 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;
- 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

Version 1.0 © 2025 Northwestern University Page 11 of 14



▼ INFORMATION

2.1 Appendix **Notification List** 

#### **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 O Joy Caluag



8:05 PM



(i) 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 15th 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

2.1 Appendix
Notification List

#### **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

 Key
 Sequence No.
 Due Date

 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

### lacktrians INFORMATION

2.1 Appendix
Notification List

#### **Recurring Reminders**

- Key Policy Required: Sent every 3 days from Request Submitted Date
- Keys ready to pick up: Sent every 7 days from when request is ready for pickup
- Overdue Key Copies: Sent every 7 days, starting one month before keys expire

Version 1.0 © 2025 Northwestern University Page 14 of 14