

Key Holder

FC KEYS: NEW KEY PROCESS

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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.

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▼ GETTING STARTED

❖ Introduction to FC Keys

▶ PROCESS

► 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;
- 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) 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:

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

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.

► INFORMATION

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;
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.

▼ PROCESS

Process 1.2

Key Agreement Acceptance

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

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

▶ INFORMATION

Signature capture :

Marshall, CJ | 1106547 | Facilities Management

I agree to the following:

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 safety of individuals therein. An essential element of security is maintaining control to ensure that university assets are accounted for.

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

Agree **Cancel**

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:

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);

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

Agree **Cancel**

▼ PROCESS

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.

▶ 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 15th floor.**

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

1

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 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.

► 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

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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

Please sign here (Press Clear to retry).

4

Confirm

▼ PROCESS

Process 1.3

Pick Up Keys

Once confirmed,

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

► INFORMATION

Northwestern

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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

<u>Key</u>	<u>Sequence No.</u>	<u>Due Date</u>
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

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

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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.

▶ PROCESS

▼ 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.

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;
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3. may only have one key per application (no spares);
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5/8/2025 2:43:03 PM

▶ PROCESS

▼ 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 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 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

<u>Key</u>	<u>Sequence No.</u>	<u>Due Date</u>
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

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