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Enter the following link: [keymanager.case.edu](http://keymanager.case.edu)

This link will take you to the Case Single Sign-On page.

The next page will ask you to enter your network ID and click .

Click on button at the top left.

This brings you to the page.

Click on toward the top left (under tabs)

Select appropriate department from the drop down list

Enter person's and then  
[their name, email & affiliation should automatically populate](#)

Click

Select from drop down list

If you select , [be sure that a lost key report has been filed with security before you request a replacement.](#)

Enter ([\\$50 charge per key](#))

Enter

Enter (School of Medicine buildings will begin with )

Enter

Click

enter "New key Request"

[if you are requesting a key for a non-Case person, this box is used to explain the reason](#)

Once everything is completed, click

Both you and the person the key is for will receive an email that the key request has been made and another email when the key may be picked up.

keys to be picked up at the  
open Monday - Friday from 7:30am - 3:00pm  
be sure to bring your Case ID card with you  
keys to be picked up at  
open Monday - Friday from 9:00am - 4:00pm  
be sure to bring your Case ID card with you

9-13-18