

# Reviewing Requests as a Supervisor

# Preliminary Notes:

- Requests will be reviewed by both the **recipient's supervisor** and **lock shop/CATcard** before final approval.
- Please **acquire prior approval** from the owner of a space for access to spaces not owned by your division/department.
- While the turnaround time for a key can be as quick as one to two days, it is not guaranteed. **Please submit requests in advance** to ensure they move through the approval process on time.
- **\*KEYS CANNOT BE TRANSFERRED.** Each time an individual requires access to a location, a new request must be submitted.
- **\*ALL KEYS MUST BE RETURNED TO LOCK SHOP** each time an individual moves spaces or leaves UVM.

# Important Information:

- Please be sure to **thoroughly review** requests for accuracy.
- If the request includes access to a space not owned by your department, **please get prior approval.**
- If you **do not know whether the recipient needs access** to a space, please **refrain from accepting** until you have confirmed their needs.
- Some spaces are owned by the **Larner College of Medicine**. These spaces **will require further LCOM approval.**
- You will **not be able to go back and look at a request** after you have approved/rejected it.



The University of Vermont

## Sign in

NetID@uvm.edu

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[Can't access your account?](#)

Next



Sign-in options

Sign into the app using your NetID

Click the 'Start' button to open the app.



## University of Vermont

Key and CATcard Access Request Application

Provided by:  
[UVM Division of Safety & Compliance](#)

✓ Start

Welcome to the Lock Shop and CATCARD Services Key & Access Request application, Alexander. To start a new key request, please click the 'Request Key/CATCard' button from the left-hand menu. To view/approve any pending requests, click the 'Review Requests' button.

Options

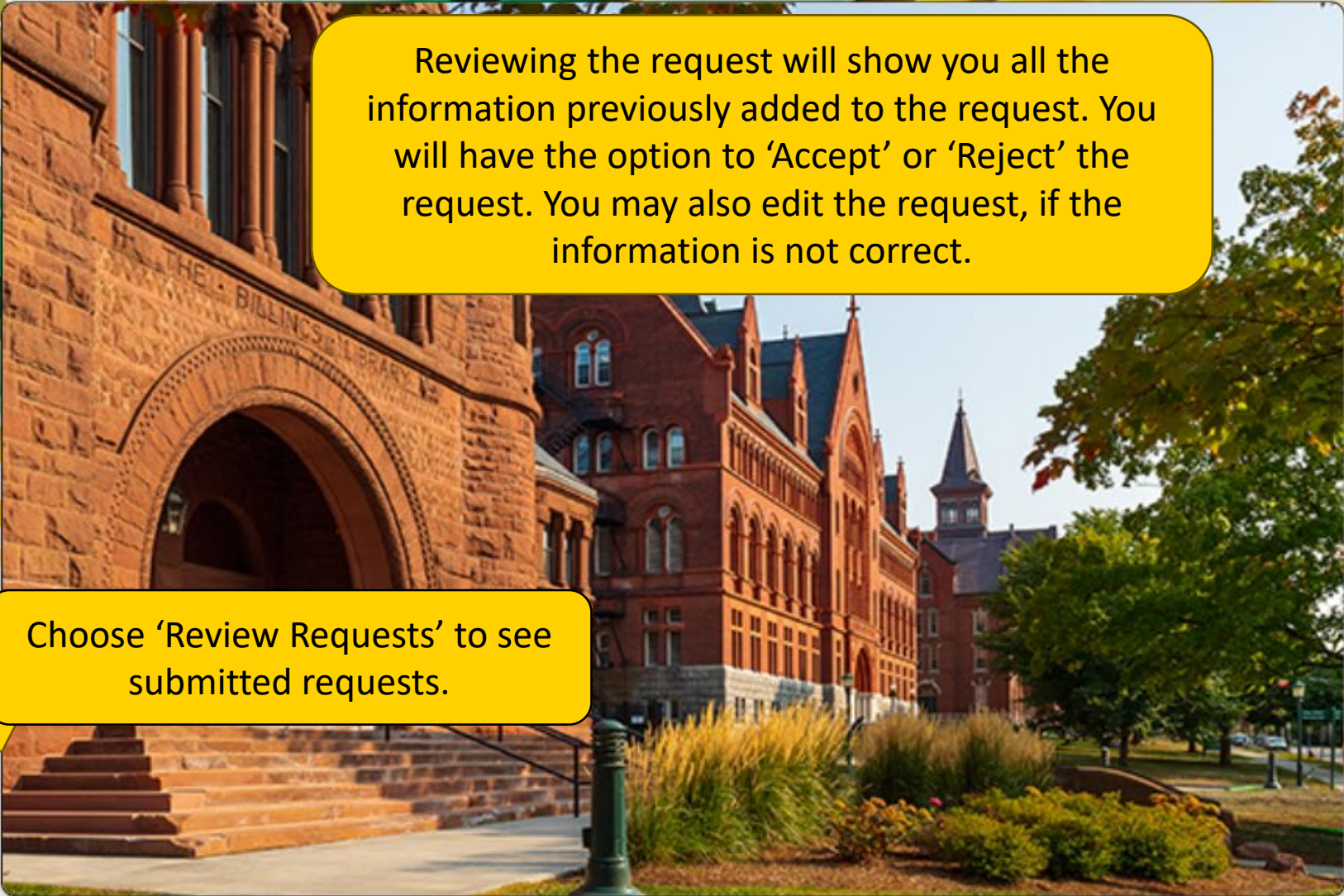
 Request Key/CATCard

 Request Key Box Access

 Review Requests

Reviewing the request will show you all the information previously added to the request. You will have the option to 'Accept' or 'Reject' the request. You may also edit the request, if the information is not correct.

Choose 'Review Requests' to see submitted requests.





**Instructions:**

Below are currently pending requests for which you are either the recipient or an approver. De...  
'Review' the listed requests. Use the filter icon in the top right corner to filter by recipient name

Click the 'Filter' icon to filter requests by recipient name or type.

Recipient	Recipient Type	CATcard Request	CATcard Change Date	Supervisor Approval	Key?	Approval	Status	
Alexander	Faculty/Staff	Activate	2/27/2024	2/29/2024	<input type="checkbox"/>		Lock Shop Approved	<a href="#">View</a>
Michael Cattie	Faculty/Staff	Activate	2/27/2024	2/29/2024	<input type="checkbox"/>		Lock Shop Approved	<a href="#">View</a>
Alexander Wilson	Faculty/Staff	Activate	2/27/2024	2/29/2024	<input type="checkbox"/>		Lock Shop Approved	<a href="#">View</a>
Alexander Wilson	Faculty/Staff	N/A		2/29/2024	<input checked="" type="checkbox"/>		Master Approval Pending	<a href="#">View</a>
Alexander				3/4/2024	<input type="checkbox"/>		Lock Shop Approved	<a href="#">View</a>
Alexander			5/29/2024		<input type="checkbox"/>		Recipient Approval Pending	<a href="#">View</a>
Alexander			6/4/2024		<input type="checkbox"/>		Supervisor Approval Pending	<a href="#">Review</a>

Note: Any requests submitted where you are not the recipient will not show up in your queue unless the app requires action from you.

Choose 'Review' to see the full details of the request




**Instructions:**  
 Please complete the request form below. Make sure to add all keys or key boxes via the 'Add Keys'/'Add Key Boxes' button. When done, click 'Submit'.


### Affiliate Type

Faculty/Staff

### CATcard Request



### CATcard Change Effective Date



### Employee/Student ID

Reviewing the request will show you all the information previously added to the request. You will have the option to 'Accept' or 'Reject' the request. You may also edit the request, if the information is not correct.

Training and background checks (e.g., Bio-Safety, Laboratory Safety, and Fall Hazard Training) may be required to access certain types of areas, rooms, materials, and equipment. If you are unsure whether a background check is required for this access, contact the Lock Shop or CATcard Services. For more information, see the [Background Checks Policy](#).

Approving the request will send it off to Lock Shop or CATcard for further approval.

Rejecting the request will cancel the request. The recipient will receive an email letting them know the request has been rejected. You may also add notes.

### Background Check



### Required Training

 **Approve**

 **Reject**



Contact Lock Shop for Key questions.

[lockshop@uvm.edu](mailto:lockshop@uvm.edu)

(802) 656-0984

Contact CATcard for CATcard Access questions.

[catcard@uvm.edu](mailto:catcard@uvm.edu)

(802) 656-4509

Review the [Key & Electronic Access Systems Policy](#) and related [Key and Electronic Access Systems Procedures](#) available on the Compliance Services Website. [FAQ's are located here](#) as well.