

How to request access with the Key & CATcard Access Request Application

(basic requests)

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.

Table of Contents

- [Requesting Key & CATcard Access](#)
- [Requesting CATcard Access ONLY](#)
- [Requesting Key Box Access](#)
- [Requesting for an Affiliate/Contractor/Vendor](#)
- [Reviewing Requests](#)
- [Picking Up Your Keys](#)



The University of Vermont

Sign in

NetID@uvm.edu

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

Next



Sign-in options

Sign into the app using your NetID



University of Vermont

Key and CATcard Access
Request Application

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

✓ **Start**

Click the 'Start' button to
open the app.

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

This is the basic user Main Menu

 Request Key/CATcard

 Request CATcard Only

 Request Key Box Access

 Review Requests

Start a request for individual keys **AND** CATcard access

Start a request for CATcard access **ONLY**

Start a request for access to a Key Box

View previously submitted requests



How to Request Keys/CATcard Access

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

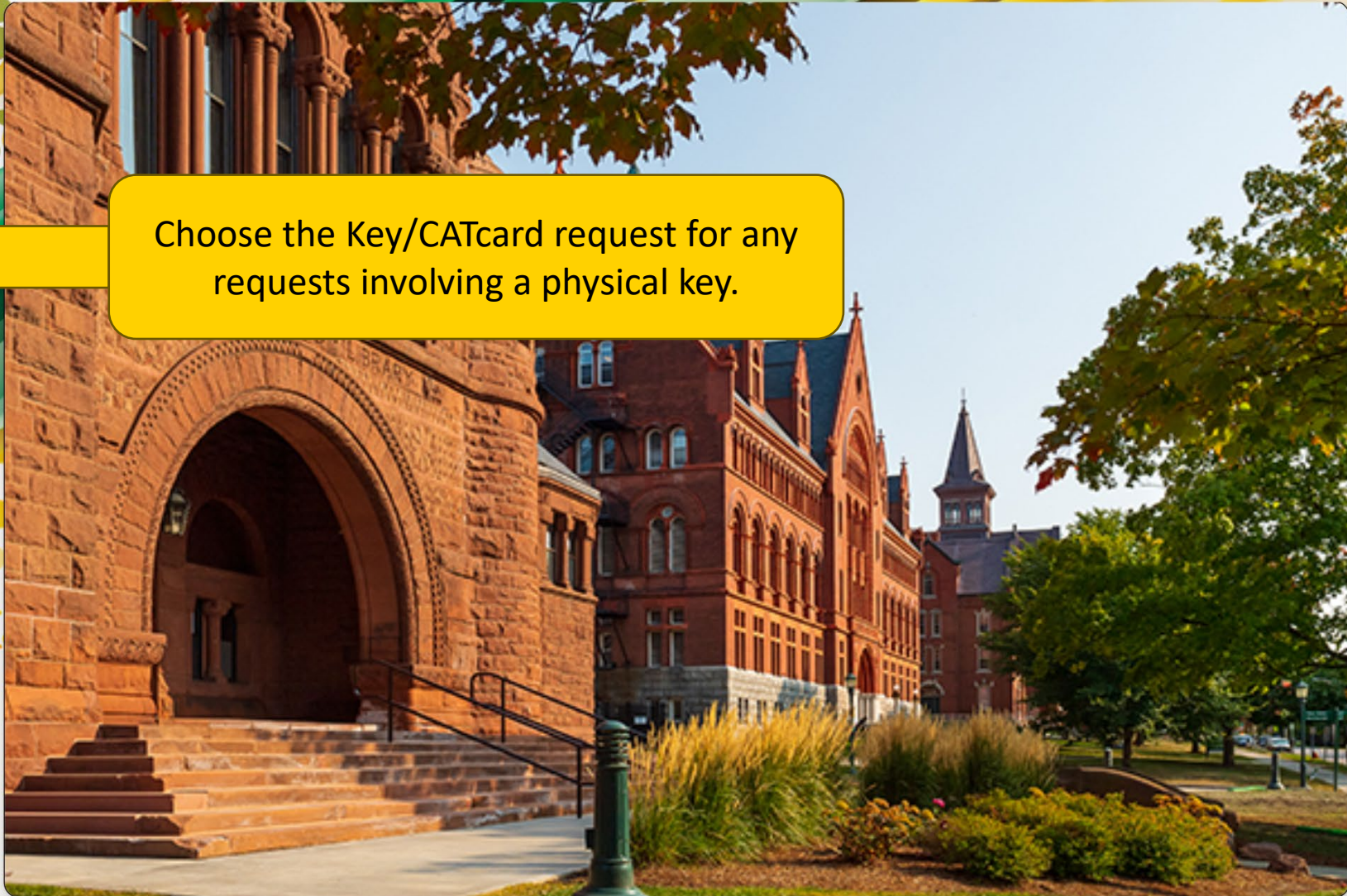
 Request Key/CATcard

 Request CATcard Only

 Request Key Box Access

 Review Requests

Choose the Key/CATcard request for any requests involving a physical key.



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 CATcard Only

 Request Key Box Access

 Review Requests

Key Policy Acknowledgement 

Before filling out this request, please read UVM's [Key and Electronic Access Systems Policy](#). Once you have read the policy, click below to begin the request.

By clicking here, you acknowledge that you have read UVM's Key and Electronic Access Systems Policy

There will always be an acknowledgement of the UVM Key Policy. If you have not read the Policy, please do so before acknowledging.

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

If the recipient of your keys has a netID you will use Faculty/Staff, Graduate Student, or Temporary Employee.

☰ Review Requests

Choose the type of recipient. Most of the time it will be 'Faculty/Staff'

Choose Recipient Type ✕

Please choose the type of recipient of these keys.

- Faculty/Staff
- Graduate Student
- Temporary Employee
- Affiliate/Contractor/Vendor
- Student

All Undergraduate Students will not be allocated keys through the app.

Students in student roles **will not be allocated keys through the app.** Please use the [Student Access Request Form](#), located on the CATcard website.

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 CATcard Only

 Request Key Box Access

☰ Review Requests

Start typing a name and choose from the directory, or type in the whole name.

Choose Recipient 

Please select the intended recipient of these keys.

alex

- Alex Bernich
Alex.Bernich@uvm.edu
- Alex Blanchard
Alex.Blanchard@uvm.edu
- Alex Boudreaux
Alex.Boudreaux@uvm.edu
- Alex Brady
Alex.Brady@uvm.edu
- Alex Brodeur

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'.

CATcard Request

activation/deactivation ✓

If you are adding CATcard activation or deactivation as a part of this request, you can add it here.

Employee/Student ID

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, or populations. If you are unsure whether training is required for this access, contact the recipient's manager or supervisor to verify that required training(s) are complete prior to submitting this request. If you are unsure whether a background check is required or has been done, contact hrsinfo@uvm.edu. Please refer to the [Background and Refence Checks Policy](#) for further information.

Background Check

Find items ✓

Remember to acquire adequate background check and/or training information for the request.

Required Training

Find items ✓

Reason for access:

✓ Submit



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'.

test

Choose the 'Add Key' button to open the key window.

You will need to add a new key to the request for each SPACE you need access to.

Add Key

Notes about this request to approvers/Lock Shop

Attachments

There is nothing attached.

Attach file

✓ Submit

Instructions:

Please complete

Add Key for Alexander



Please add a key below and click 'Confirm'

Building ⓘ

WATERMAN BLDG

Room ⓘ

100

[Request New Room](#)

Number of Keys ⓘ

1

The Lock Shop only assigns one key, per person, per space.

KeyBox ⓘ

Find items

If your key will be kept in a key box, you can add it here.

CATCard Access ⓘ

Yes

Access Duration ⓘ

Permanent

Notes ⓘ

Notes

Click 'Confirm' to add the key to your request

✓ Confirm

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'.

Reason for access:

test

DO NOT write multiple keys in the notes section. Your request may be rejected, and you will have to start over.

If you require bulk access, please contact the lock shop.

Remember, you will need to add a new key for each SPACE that you need access to.

Add Key

Building	Room	# of Keys	Key Box	CATcard Access	CATcard Access Duration	CATcard Temp Access End	
WATERMAN BLDG	110	1		No			

Notes about this request to approvers/Lock Shop

Keys added to your request will appear here

Attachments

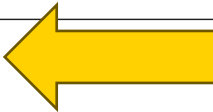
✓ Submit

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'.

Reason for access:

test

You will need to write the reason for the request here. The more information the better.
DO NOT write n/a.



Add Key

Building	Room	# of Keys	Key Box	CATcard Access	CATcard Access Duration	CATcard Temp Access End
WATERMAN BLDG	110	1		No		

Notes about this request to approvers/Lock Shop

Attachments

✓ Submit

1

You will receive an email letting you know that your request has been submitted.

2

If you have requested a key for someone else, they will receive an email asking them to acknowledge.

3

The supervisor of the key recipient will receive an email letting them know that they have requests to approve in the app.

How to Request CATcard Access **ONLY**

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 CATcard Only

 Request Key Box Access

 Review Requests

Choose the CATcard Only Request option



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 CATcard Only

 Request Key Box Access

 Review Requests

CATcard Only Confirmation 

Please confirm that this is a CATcard only request for either activation/deactivation or requesting CATcard access, NOT keys, for specific spaces. If you need keys, please click the 'X' in the corner of this notification to cancel and choose the 'Request Key/CATcard' button.

 Confirm

You will need to confirm that you are requesting CATcard ONLY access.
Physical keys cannot be handled by this function.

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 CATcard Only

 Request Key Box Access

 Review Requests

Key Policy Acknowledgement 

Before filling out this request, please read UVM's [Key and Electronic Access Systems Policy](#). Once you have read the policy, click below to begin the request.

By clicking here, you acknowledge that you have read UVM's Key and Electronic Access Systems Policy

There will always be an acknowledgement of the UVM Key Policy. If you have not read the Policy, please do so before acknowledging.

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

If the recipient of your keys has a netID you will use Faculty/Staff, Graduate Student, or Temporary Employee.

☰ Review Requests

Choose the type of recipient. Most of the time it will be 'Faculty/Staff'

Choose Recipient Type ✕

Please choose the type of recipient of these keys.

- Faculty/Staff
- Graduate Student
- Temporary Employee
- Affiliate/Contractor/Vendor
- Student

All Undergraduate Students will not be allocated keys through the app.

Students in student roles **will not be allocated keys through the app.** Please use the [Student Access Request Form](#), located on the CATcard website.

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 CATcard Only

 Request Key Box Access

☰ Review Requests

Start typing a name and choose from the directory, or type in the whole name.

Choose Recipient 

Please select the intended recipient of these keys.

alex

- Alex Bernich
Alex.Bernich@uvm.edu
- Alex Blanchard
Alex.Blanchard@uvm.edu
- Alex Boudreaux
Alex.Boudreaux@uvm.edu
- Alex Brady
Alex.Brady@uvm.edu
- Alex Brodeur



Instructions:

Please complete the request form below. Make sure to add all spaces via the 'Add Spaces' button. When done, click 'Submit'.

CATcard Request

CATcard Change Effective Date

If you are adding CATcard activation or deactivation as a part of this request, you can add it here.

Employee/Student ID

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, or populations. If you are unsure whether training is required for this access, contact the recipient's manager or supervisor to verify that required training(s) are complete prior to submitting this request. If you are unsure whether a background check is required or has been done, contact hrsinfo@uvm.edu. Please refer to the [Background and Refence Checks Policy](#) for further information.

Background Check

Required Training

Remember to acquire adequate background check and/or training information for the request.

✓ Submit



CATcard Only Request for Alexander Wilson

✓ Back

Instructions:

Please complete the request form below.

button. When done, click 'Submit'.

You will need to write the reason for the request here. The more information the better.
DO NOT write n/a.

Reason for access:

test

Add Space

CATcard only requests do not require specific spaces be added to the request for an activation, or deactivation. If you wish to request CATcard access to a specific space, please click the 'Add Space' button to choose a space.

Notes to CATcard about request

Choose the 'Add Space' button to open the space window.
You will need to add a new space to the request for each SPACE you need access to.

Attachments

There is nothing attached.

📎 Attach file

✓ Submit



Choose your building and space, and what kind of access you need.

Please add all spaces via the 'Add Spaces' button. When done, click 'Submit'.

Add Space for Alexander Wilson



Please select a space below and click 'Confirm'

Building ⓘ

109 S PROSPECT ANNEX

Room ⓘ

001

[Request New Room](#)

As of most recent space survey, this space owned by CUSTODIAL SERVICES within VP FINANCE AND FACILITIES

Access Duration ⓘ

Temporary

Temp End Date ⓘ

6/4/2024

Notes ⓘ

test

If you choose temporary access, the app will ask you for an end date.

The app will let you know who owns the space you've selected (based on the most recent space survey). Please acquire prior permission if you are requesting space in another department's area.

✓ Confirm

✓ Submit

Requesting Key Box Access

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 CATcard Only

 Request Key Box Access

 Review Requests

Choose the Request Key Box Access option if you need access to a key box ONLY and NOT individual keys



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 CATcard Only

 Request Key Box Access

 Review Requests

Key Policy Acknowledgement 





Before filling out this request, please read UVM's [Key and Electronic Access Systems Policy](#). Once you have read the policy, click below to begin the request.

By clicking here, you acknowledge that you have read UVM's Key and Electronic Access Systems Policy

There will always be an acknowledgement of the UVM Key Policy. If you have not read the Policy, please do so before acknowledging.

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 CATcard Only
-  Request Key Box Access
-  Review Requests




Choose Recipient Type

Please choose the type of recipient of these keys.

- Faculty/Staff
- Graduate Student
- Temporary Employee
- Affiliate/Contractor/Vendor
- Student

You will be asked to choose a recipient type and select their name.

Options

-  Request Key/CATcard
-  Request Key Box Access
-  Review Requests

Choose Recipient

Please select the intended recipient of these keys.

alex

- Alex Bernich
Alex.Bernich@uvm.edu
- Alex Blanchard
Alex.Blanchard@uvm.edu
- Alex Boudreaux
Alex.Boudreaux@uvm.edu
- Alex Brady
Alex.Brady@uvm.edu
- Alex Brodeur

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'.

CATcard Request

activation/deactivation ✓

Employee/Student ID

This screen will look very similar to previous request screens

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, or populations. If you are unsure whether training is required for this access, contact the recipient's manager or supervisor to verify that required training(s) are complete prior to submitting this request. If you are unsure whether a background check is required or has been done, contact hrsinfo@uvm.edu. Please refer to the [Background and Reference Checks Policy](#) for further information.

Background Check

Find items ✓

Required Training

Find items ✓

Reason for access:

✓ Submit

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'.

Add Key Box



Choose the 'Add Key Box' button to open the Key Box window.
You will need to add a new Key Box to the request for each BOX you need access to.

Notes about this request to approvers/Lock Shop

[Empty text input field]

Attachments

There is nothing attached.

📎 Attach file

Approvals & Actions

✓ Submit

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'.

Add Key Box

Notes about this request to appro

[Empty text area for notes]

Attachments

There is nothing attached.

📎 Attach file

Add KeyBox for ✕

Please add a KeyBox Assignment below and click 'Confirm'

KeyBox
109 S PROSPECT ▼

Access Duration Temporary ▼	Start Date 6/4/2024 📅	End Date 6/8/2024 📅
--	--	--

✓ **Confirm**

If you choose temporary access, you will need to input the start and end dates

Click 'Confirm' to add the key box to your request.

✓ Submit

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'.

Add Key Box

Key Box	Access Type	Start Date	End Date
109 S PROSPECT	Temporary	6/4/2024	6/8/2024



Key Boxes added to your request are listed here. You can add multiple boxes.

Notes about this request to approvers/Lock Shop

notes

Attachments

There is nothing attached.

Attach file

Choose 'Submit' to submit your request.



✓ Submit



Requesting for an Affiliate, Contractor, or Vendor

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 CATcard Only

 Request Key Box Access

 Review Requests

Choose Recipient Type ✕

Please choose the type of recipient of these keys.

Affiliate/Contractor/Vendor 

 Confirm

Once you've picked a request type, choose 'Affiliate/Contractor/Vendor' as the recipient type. Please note: This is only for individuals who **Do Not** have a netID.

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 CATcard Only

 Request Key Box Access

 Review Requests

Enter Affiliate/Contractor/Vendor ✕

Please enter the name of the recipient of these keys.

John Smith

 Confirm

You will need to manually input the name of the key recipient, as they will not have a UVM netID.

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'.

CATcard Request

N/A ▼

Be sure to input as much information as you can about the vendor.

Company/Organization

Vendor Company

Contractor Name

John Smith

Vendor Address1

1 Main St

Vendor Address2

Vendor City

Burlington

✓ Submit

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'.

Vendor City

Vendor State/Province

 ✓

Vendor Postal Code

Vendor Country

 ✓

Background Check

 ✓

If this form is being filled out by a UVM employee on behalf of the third party, confirm via email with the vendor that required background checks have been completed and attach a copy of the email confirmation to this form.

Please refer to the [Background and Refence Checks Policy](#) for further information.

Most vendors/contractors/affiliates require background checks and/or trainings. If required, you will need to attach the documentation at the bottom of the form.

Required Training

 ✓

If this form is being filled out by a UVM employee on behalf of the third party, confirm via email with the vendor that required trainings have been completed and attach documentation to this form.

✓ Submit

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'.

Reason for access:

maintenance

You will need to write the reason for the request here. The more information the better.
DO NOT write n/a.



Add Key

Notes about this request to approvers/Lock Shop

Choose the 'Add Key' button to open the key window.

You will need to add a new key to the request for each SPACE you need access to.



Attachments

There is nothing attached.
 Attach file

✓ **Submit**

Add key for John Smith



Please add a key below and click 'Confirm'

Building ⓘ

Room ⓘ

[Request New Room](#)

Number of Keys ⓘ

KeyBox ⓘ

CATCard Access ⓘ

Access Duration ⓘ

Temp End Date ⓘ

Notes ⓘ

Click 'confirm' to close the key window and add the key to the form.




✓ Confirm

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'.

Add Key

Building	Room	# of Keys	Key Box	CATCard Access	CATCard Access Duration	CATCard Temp Access End	
WATERMAN BLDG		1	WATERMAN	Yes	Temporary	3/31/2024	

Notes about this request to approvers/Lock Shop

Attachments

There is nothing attached.

 Attach file

Attach background check and training information here

 Submit

Choose 'submit' to submit your request for approval.

Viewing Submitted Requests

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

Choose 'Review Requests' to see submitted requests.



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



Instructions:

Below are currently pending requests for which you are either the recipient or an approver. Depending upon your role you will either have an option to 'View' or 'Review' the listed requests. Use the filters below to restrict the data or view completed items.

Recipient	Recipient Type	CATCard Request	CATCard Change Date	Supervisor Approval	Master Key?	Final Master Approval	Status	
Alexander	Faculty/Staff	Activate	3/13/2024		<input type="checkbox"/>		Supervisor Approval Pending	View

On the 'View Requests' page, you can see the status of your request, and details about the request and approvals.

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 'View' to see the full details of the request



☰ Alexander Wilson ✔ Back

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**
Activate 6/4/2024

Employee/Student ID
12345

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, or populations. If you are unsure whether training is required for this access, contact the recipient's manager or supervisor to verify that required training(s) are complete prior to submitting this request. If you are unsure whether a background check is required or has been done, contact hर्सinfo@uvm.edu. Please refer to the [Background and Refence Checks Policy](#) for further information.

Background Check
Yes

Required Training

UVM Lock Shop & CATCard Services

☰ Alexander Wilson ✔ Back

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'.

Yes

Required Training
Yes

Reason for access:
test

Building	Room	# of Keys	Key Box	CATcard Access	CATcard Access Duration	CATcard Temp Access End
WATERMAN BLDG	110	1		No		

Notes about this request to approvers/Lock Shop

UVM Lock Shop & CATCard Services

☰ Alexander Wilson ✔ Back

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'.

Attachments
There is nothing attached.

Approvals & Actions					
Recipient	Supervisor	Master Approver	Sr. Master Approver	Lock Shop	Pick Up
Alexander Wilson	Mark McKenna				
6/4/2024					

UVM Lock Shop & CATCard Services

Viewing the request will show you all of the information previously input into the request.

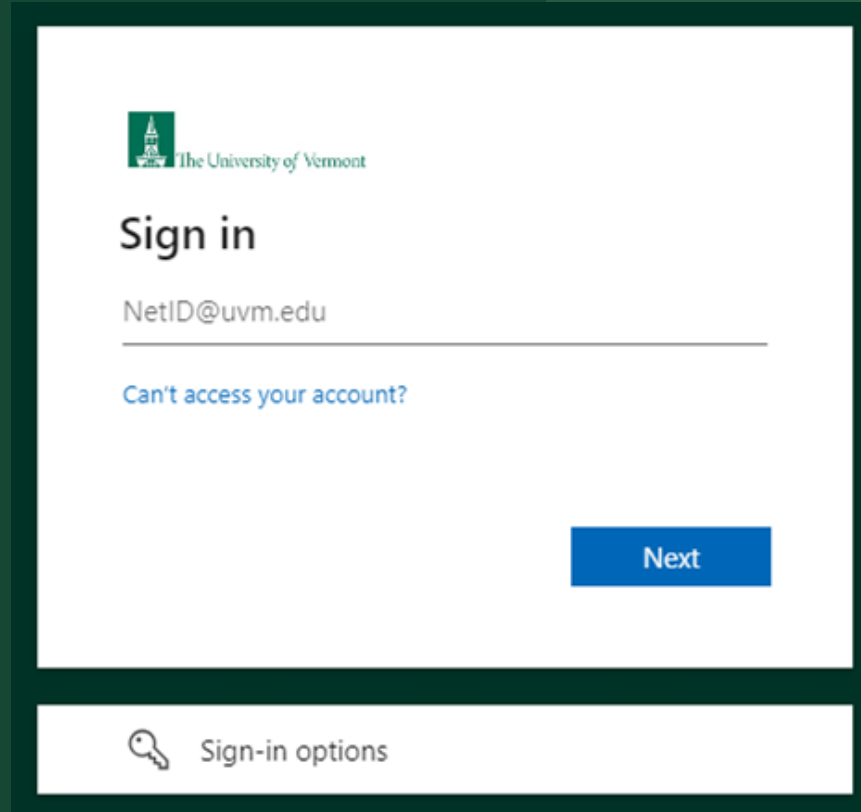
Picking Up Your Keys

When your request has been fully approved, you will receive an email from the Lock Shop.

- Please allow **2 business days for processing** before you go to pick up your keys. You can reach out to SOS if you are unsure if your key is ready sos@uvm.edu.
- Keys can be picked up at **284 East Avenue** between the hours of **8:00am and 3:00pm, Mon-Fri**.
- Please be sure to **bring your UVM ID** or **State ID** (if you do not have a UVM ID). Without these you may not be able to pick up your keys.
- All **keys will require a signature** upon pickup.

When you arrive at the SOS desk, they will ask you to log in to the app with your NetID and password. This can be done on any device with an internet connection.

When you have verified your identity, the SOS person will 'release' your key for pickup in the app.

A screenshot of the University of Vermont's sign-in interface. At the top left is the university's logo and name. Below that is the heading "Sign in". A text input field contains "NetID@uvm.edu". A blue link "Can't access your account?" is positioned below the input field. A blue "Next" button is located to the right of the input field. At the bottom of the screen, there is a white bar with a key icon and the text "Sign-in options".


The University of Vermont

Sign in

NetID@uvm.edu

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

Next

 Sign-in options

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

Choose 'Review Requests'.





Instructions:

Below are currently pending requests for which you are either the recipient or an approver. Depending upon your role you will either have an option to 'View' or 'Review' the listed requests. Use the filter icon in the top right corner to filter by recipient name or type.

Recipient	Recipient Type	CATcard Request	CATcard Change Date	Supervisor Approval	Master Key?	Final Master Approval	Status	
Alexander Wilson	Faculty/Staff	Activate	2/27/2024	2/29/2024	<input type="checkbox"/>		Sent to SOS	Release
Alexander Wilson	Faculty/Staff	Activate	2/27/2024	2/29/2024	<input type="checkbox"/>		Ready for Pickup	Pickup
Alexander Wilson	Faculty/Staff	N/A		3/4/2024	<input type="checkbox"/>		Sent to SOS	Release
Alexander Wilson	Faculty/Staff	Activate	6/4/2024	6/4/2024	<input type="checkbox"/>		Ready for Pickup	Pickup

Choose 'Pickup' to open the signature panel and confirm your key pickup.



Instructions:

Key Pickup for Alexander Wilson

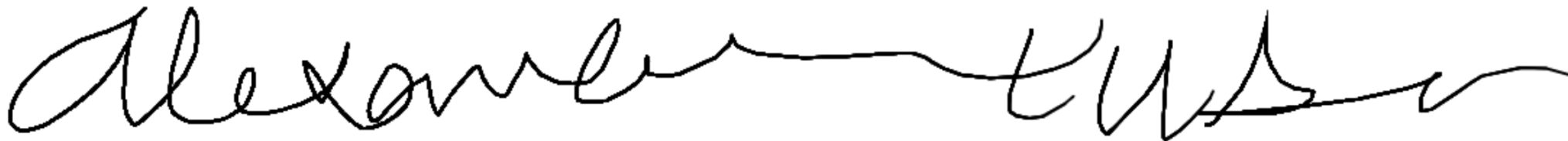


Click the button below to confirm receipt of your new key(s), listed below.

Building	Room	# Keys	Key Number
WATERMAN BLDG	110	1	

By signing below, I acknowledge that I have received a copy of an read UVM's Key and Electronic Access Policy. I further certify that I am accepting responsibility for all keys issued to me and that I will: (1) Maintain security of any keys issued; (2) Not share keys with any other individuals who have not received the same level of approval that I have been granted; (3) Not allow any other individuals who have not received the same level of approval as me to be present in accessed spaces unless I am present and supervising such individuals at all times; (4) Not enter spaces that are occupied without consent after knocking and/or announcing my request to enter; (5) Report the loss/theft of keys immediately to UVM Police Services

Review that the information is correct, and sign digitally to confirm you have picked up your key.



Signature



Confirm Key Pickup

Click 'confirm' to finalize and remove the request from your queue.

Contact Lock Shop for Key questions

lockshop@uvm.edu | (802) 656-0984

Contact CATcard for CATcard Access questions

catcard@uvm.edu | (802) 656-4509

Policies and FAQs

- [Key & Electronic Access Systems Policy](#) and related
- [Key and Electronic Access Systems Procedures](#) available on the Compliance Services Website.
- [Key/CATCard Access, Background Checks & Training FAQ's](#)