Online Key Request Approval Instructions

Note: Only Individual, Security, and By-Pass Office Keys use the Online Key Request. Master, Submaster, and Non-Office Keys use a paper Key Request.

1. Login to AccessUH at www.accessuh.uh.edu using your CougarNet ID and CougarNet password.

2. Click on the FIX-IT icon

3. Click on the Key Manager tab

4. This tab will display all key requests that need your approval. Click on a KREQ Number to display details about a Key Request.
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i. **Approve**: Holder is approved to have a key for this space in my department.

ii. **Decline**: Holder is not approved to have a key to the space in my department

iii. **Wrong Space Approver**: Room is no longer in my department. This space needs to be approved by another certifying signature.

For Cost Center Approvers:
6. Under “Cost Center Needing Confirmation and Approval”, enter a cost center you would like the key(s) to be charged to. Select an option under “Cost Center Approval”. Your options are:
   A. **Approve**: Yes, I approve the cost center to pay for these key(s).
   B. **Decline**: No, I do not approve of using this cost center to pay for these key(s).
   C. **Wrong Cost Center Approver**: I am not the correct person to approve the cost center.

********Credit Cards will not be charge till the Key Holder picks up key(s)********

7. Click Submit.