Space Approver and Certifying Signature Approval

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

2. Click on the FIX-IT icon

3. Look on the dark blue tool bar for Key Manager and click.

4. Click on tab Key Approval this will bring up all request that need your approval.

5. The system will route to the Space Approver first then to the Certifying Signature second. If you are both the Space Approver and the Certifying Signature, then you will see both approvals on one page.

6. Space Approver: Use the drop down box in the top section your options are

   **Approve**: Approve a key for this space in my department

   **Decline**: Decline a key to the space in my department

   **Wrong Space Approver**: Use this option if this space does not belong to you
6. Certifying Signature: Use the drop down box in the bottom section. Your options are
   **Approve**: Approve the billing for this space in my department
   **Decline**: Decline the billing for this space in my department
   **Wrong Space Approver**: Use this option if the billing for this space does not belong to you

   ********Credit Cards will not be charge till they pick up key********
7. Click the submit button. This sends the request to the KAS, and we will process the request from here.

<table>
<thead>
<tr>
<th>Site</th>
<th>Building</th>
<th>Floor</th>
<th>Room</th>
<th>Door</th>
<th>Key Type</th>
<th>Key Number</th>
<th>Space Dept</th>
<th>New Dept</th>
<th>Quantity</th>
<th>Space Approval</th>
<th>Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>00739</td>
<td>0595-General Services Building</td>
<td>01</td>
<td>120</td>
<td>1000-RH</td>
<td>INDIVIDUAL</td>
<td>27908</td>
<td>1</td>
<td>APPROVE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No current keys found for key holder

Cost Center(s) Needing Confirmation and Approval

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund Code</th>
<th>Department ID</th>
<th>Program</th>
<th>Project ID</th>
<th>Percent (%)</th>
<th>Cost Center Approval</th>
<th>Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>00739</td>
<td>1234</td>
<td>HE510</td>
<td>D0001</td>
<td>NA</td>
<td>100</td>
<td>APPROVE</td>
<td></td>
</tr>
</tbody>
</table>

Current Comments

Add New Comments