



Key Request Approval DocuSign Instructions for Power Form

1. **REQUESTOR** – Please click on the [DocuSign hyperlink](#) and complete power form (requestor, employee, supervisor, and access controller/building coordinator) name and email address information, click “continue”, fill out the key request form then click on “signature line” and choose a style, click on “adopt and sign”, click “finish”.
2. **EMPLOYEE** - The docuSign form will come to you via email, please click on “review document” within the email message, click on “continue”, review form, click on “signature” (on left menu bar), drag name to respective signature line, click on “finish”.
3. **SUPERVISOR** – The docuSign form will come to you via email, please click on “review document” within the email message, click on “continue”, review form, click on “signature” (on left menu bar), drag name to respective signature line, click on “finish”.
4. **BUILDING COORDINATOR** - The completed form will come to you via email, please click on hyperlink within the email message, click on “continue”, review form, click on “signature” (on left menu bar), drag name to respective signature line, click on “finish”.
5. **CAMPUS SAFETY** – The campus safety office will receive a copy for their files, and will verify information when the keys are distributed.
6. **FACILITIES SERVICES** – The Facilities Services office will receive a copy for their files. They will process physical keys following copy of approval. A work order request will be created.