



**BE BOLD. Shape the Future.®**  
**New Mexico State University**

**Facilities and Services**

# **User Manual**

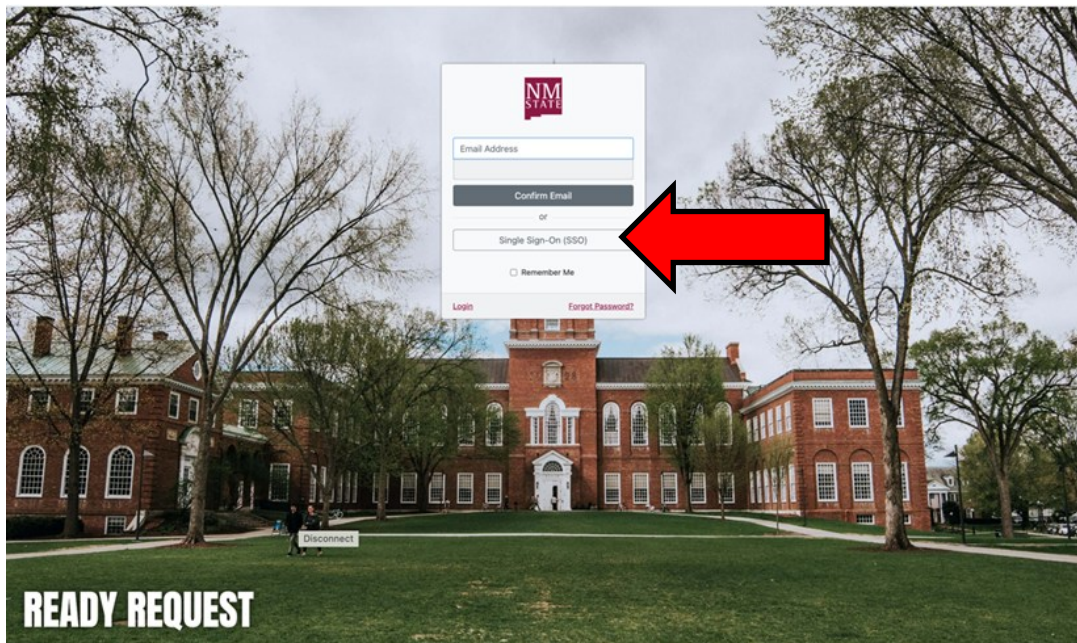
## **ReADY Key Request**

**ReADY Key Request is a new, user friendly approach to initiating a customer request into a Work Order for Facilities & Services at New Mexico State University (NMSU).**

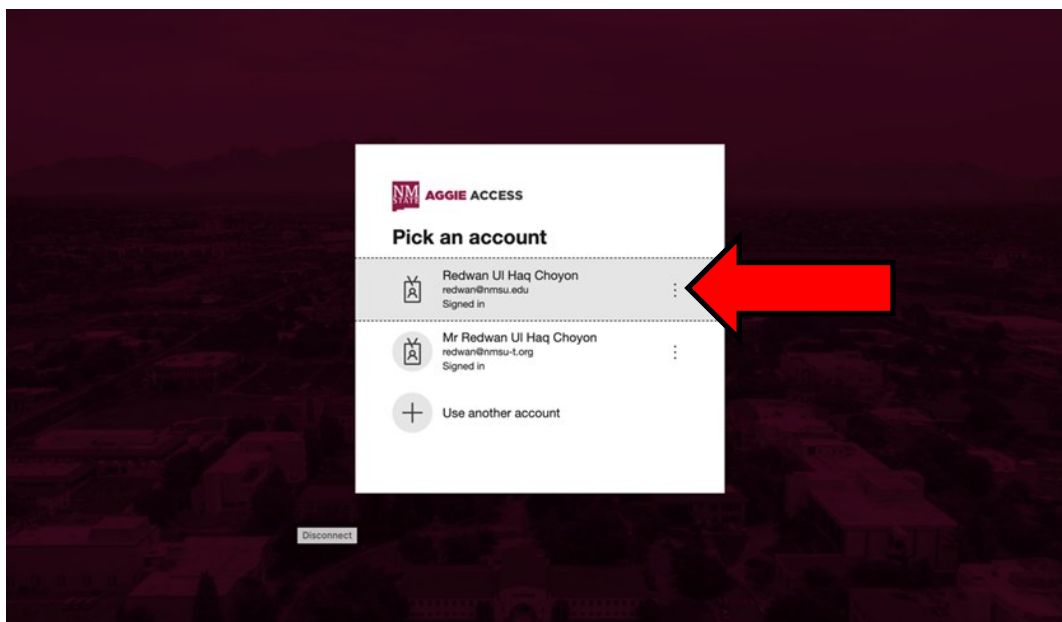
# Getting Started with ReADY Key Request

Type <https://ready.nmsu.edu> into your browser's URL. If you're trying to connect from outside the campus network, you will need to use the [NMSU VPN](#).

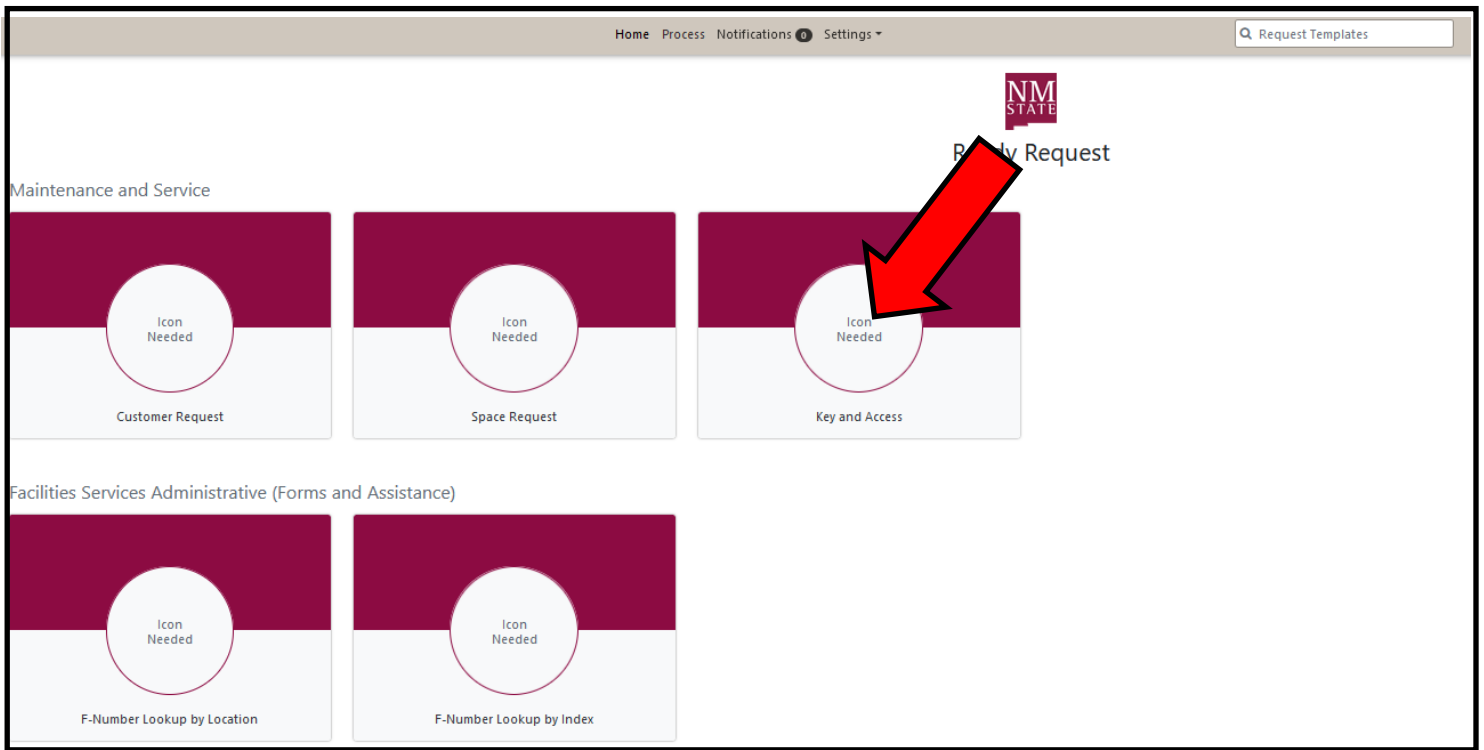
Use the Single-Sign-On (SSO) option to login.



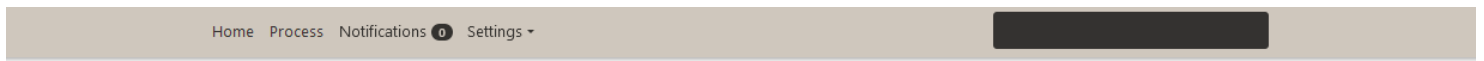
Use your NMSU credential to login into the system. You may need to complete the “2 Factor Authentication” process where applicable.



Upon successful login, choose the Key Request tile from the ReADY Request home screen.



To create a Key Request, an F-number and index must be chosen (the “F-Number” is a unique identifier for your organization).



## Key and Access

### REQUESTOR INFORMATION

Operating F-Level (Required for Key Requests)  
[F-Number Lookup by Index](#)  
[F-Number Lookup by Room](#)

Select Index for request\* Help

Will you be the Key Holder? Help

Yes  
 No

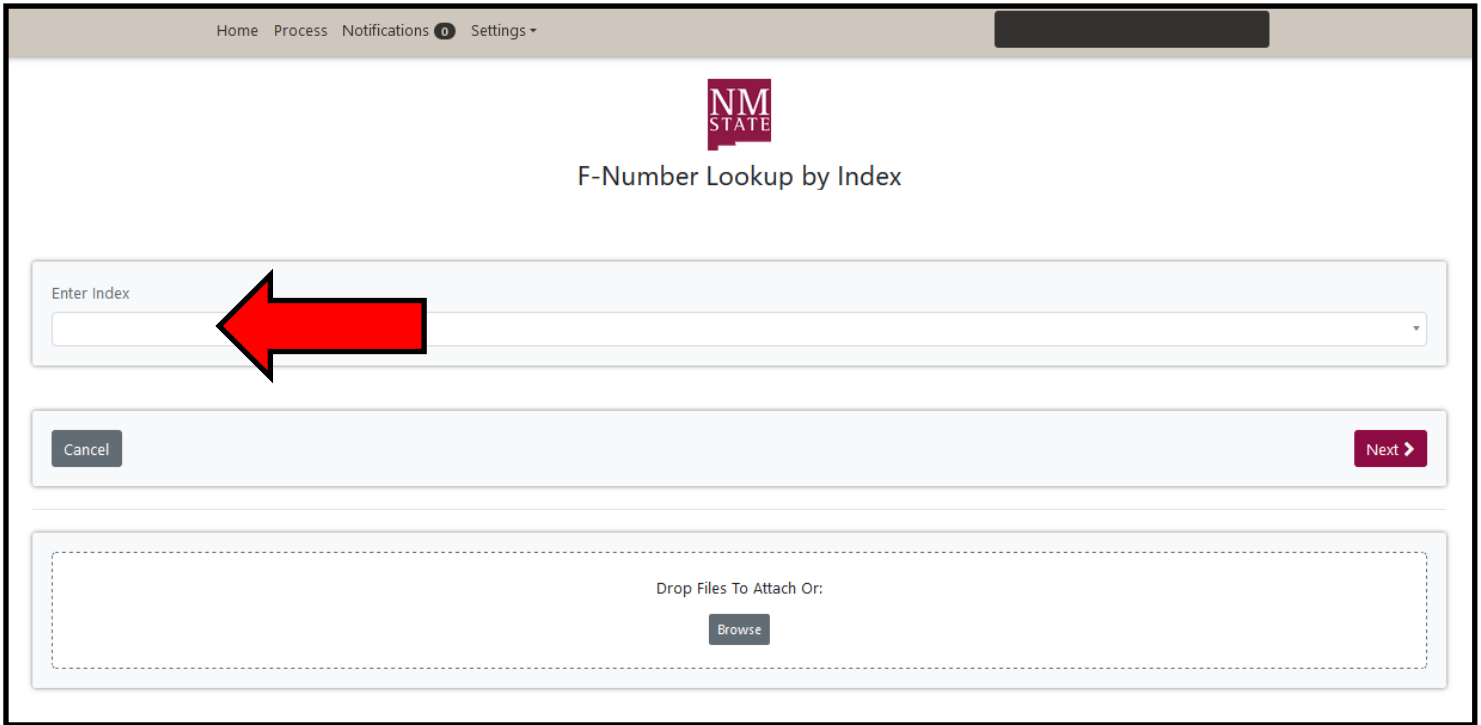
Select Name of Key Holder

Click into the list and begin typing the first or last name of the key holder. If you are filling out a request for an alternate key holder, select them in this list and confirm their contact information on the next page. If the person you are requesting for is not in this list, it will be important for that person to fill out the form directly in order to have them fill out the Key Holder Responsibility Statement.


Key or Access Card?

New Key  
 Replace Key - Broken, Worn, Lost or Stolen  
 Access Card  
 Other (codes, combinations, padlocks, gates, cabinets)

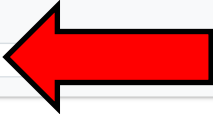
One way of finding the F-Number of the organization is by looking it up by Index (the Index is an unique identifier used to locate the funding source for the workorder to be performed). Enter the Index number from the drop-down list and click next which will navigate to a page showing the right F-number of the organization.




Home Process Notifications Settings ▾

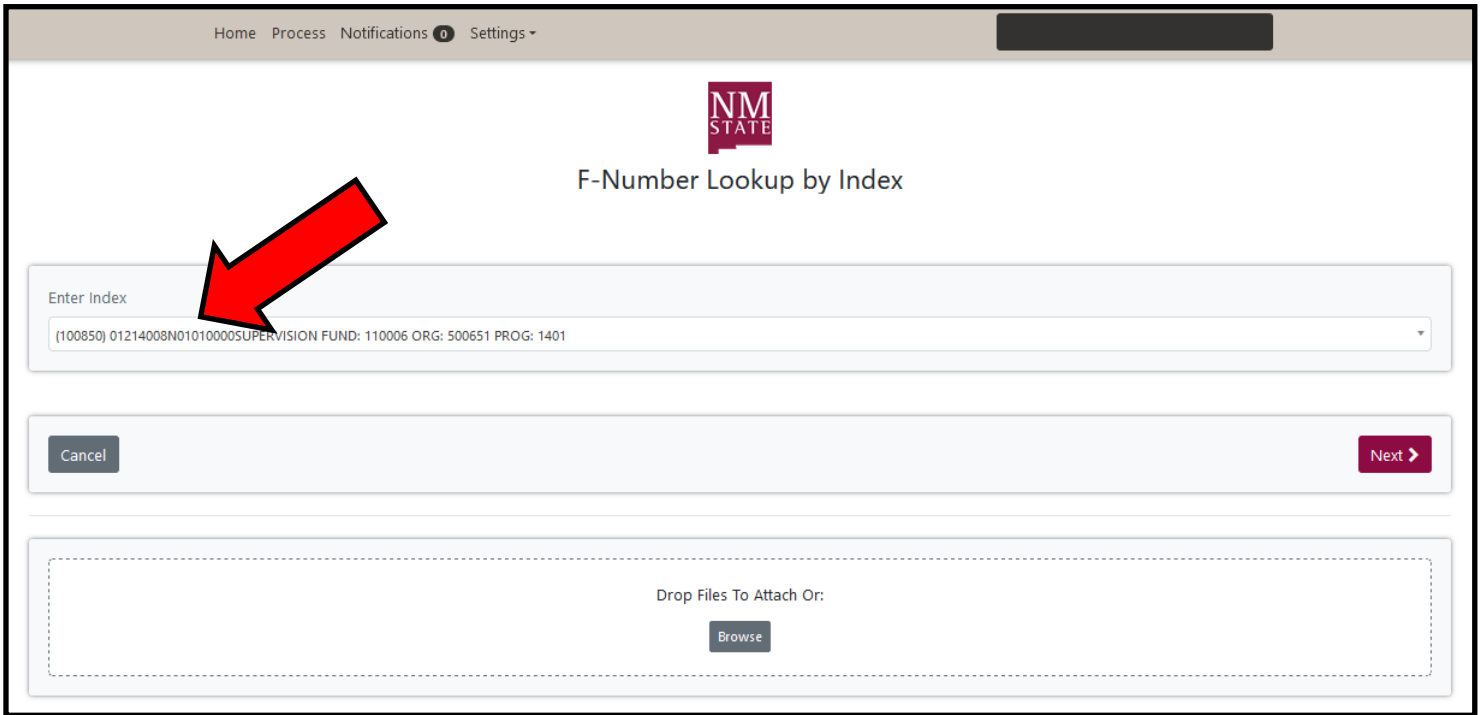


### F-Number Lookup by Index


Enter Index 

Cancel Next >


Drop Files To Attach Or:  




Home Process Notifications Settings ▾




### F-Number Lookup by Index

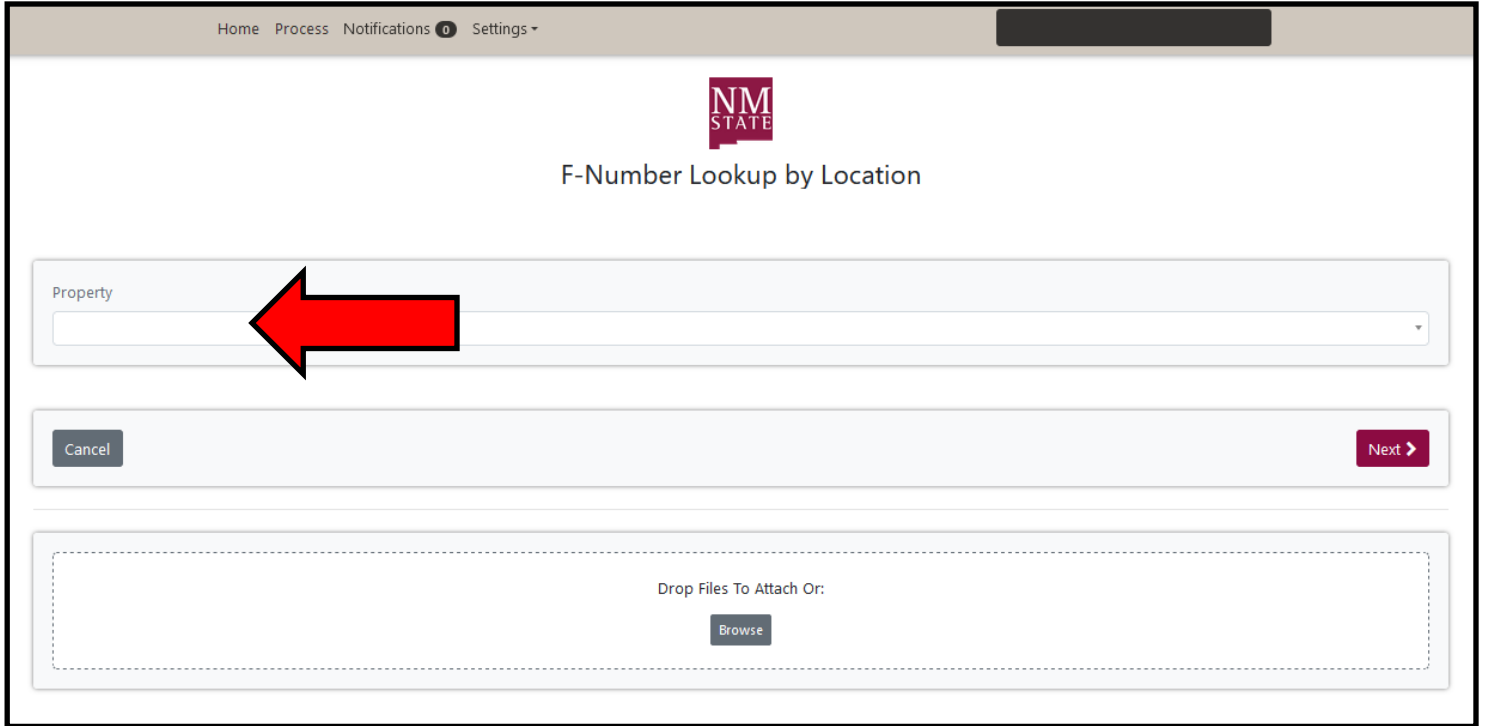
Enter Index 

(100850) 01214008N01010000SUPERVISION FUND: 110006 ORG: 500651 PROG: 1401

Cancel Next >

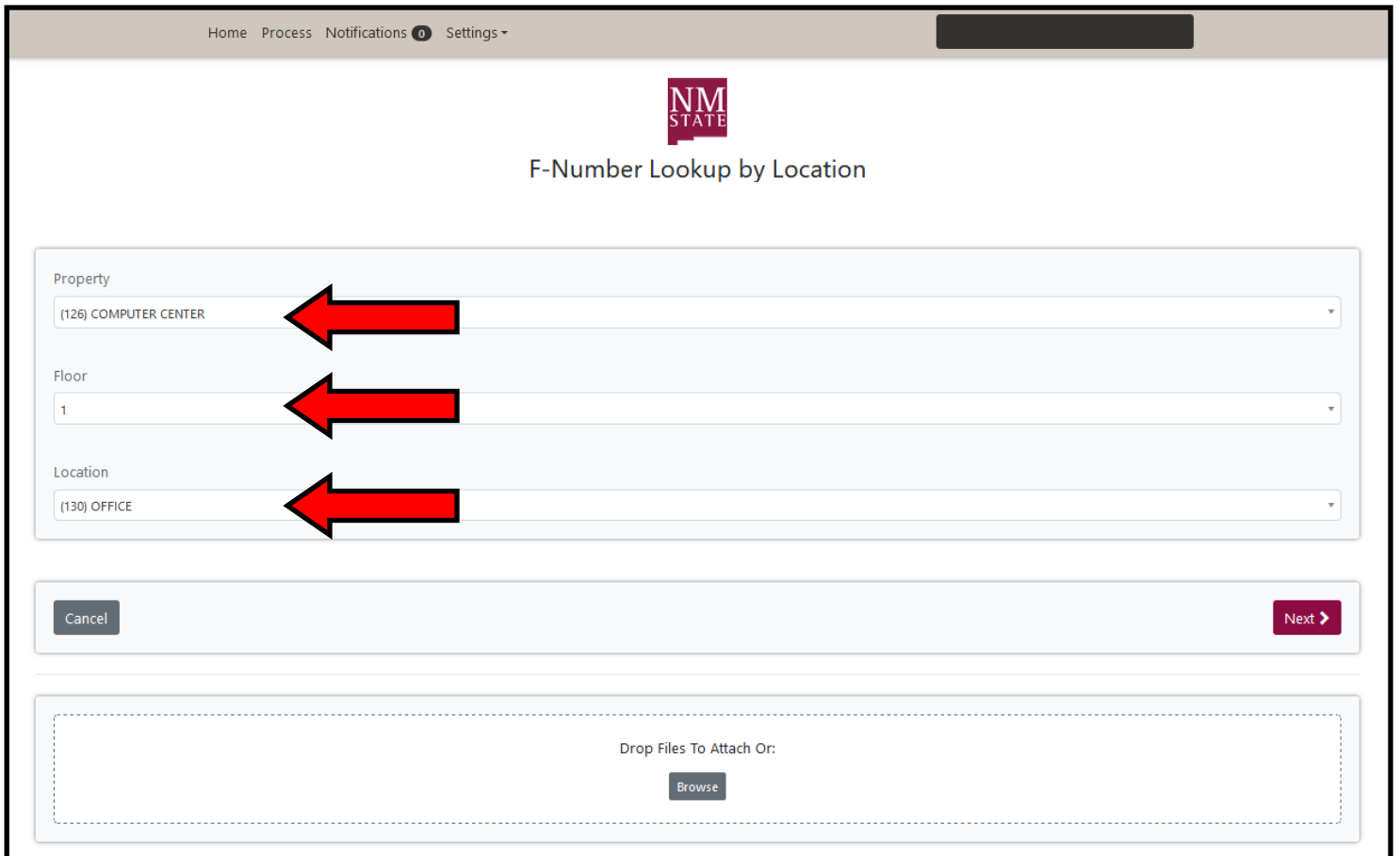
Drop Files To Attach Or:  


If the Index is not known, there is another option to find the F-number, which is to look up by “Location”.



The screenshot shows the 'F-Number Lookup by Location' page. At the top, there is a navigation bar with 'Home', 'Process', 'Notifications', and 'Settings'. Below the navigation bar is the 'NM STATE' logo. The main heading is 'F-Number Lookup by Location'. The form consists of three main sections: a dropdown menu for 'Property', a row of buttons for 'Cancel' and 'Next', and a file upload section with a dashed border and a 'Browse' button. A large red arrow points to the 'Property' dropdown menu.


Enter the “Property, “Floor” and “Location” from the drop-down lists and click next, which will navigate to a page showing the correct F-number of the organization.




The screenshot shows the 'F-Number Lookup by Location' page with the form fields filled. The 'Property' dropdown is set to '(126) COMPUTER CENTER', the 'Floor' dropdown is set to '1', and the 'Location' dropdown is set to '(130) OFFICE'. Three large red arrows point to each of these dropdown menus. The 'Next' button is visible at the bottom right of the form section.

## Below is an example of data available in the Key Request form.

Fill in all required fields. This will require an Authorized signature from a Dean, Department Head or AVP

Home Process Notifications  Settings ▾

  
Key and Access

### REQUESTOR INFORMATION

Operating F-Level (Required for Key Requests)  
[F-Number Lookup by Index](#)  
[F-Number Lookup by Room](#)

Select Index for request\* Help

Will you be the Key Holder? Help

Yes  
 No

Select Name of Key Holder

Click into the list and begin typing the first or last name of the key holder. If you are filling out a request for an alternate key holder, select them in this list and confirm their contact information on the next page. If the person you are requesting for is not in this list, it will be important for that person to fill out the form directly in order to have them fill out the Key Holder Responsibility Statement.

Key or Access Card?

New Key  
 Replace Key - Broken, Worn, Lost or Stolen  
 Electronic Access  
 Other (codes, combinations, padlocks, gates, cabinets)

Why does this key need replaced?

Broken  
 Worn  
 Lost  
 Stolen

Effective Date

Select the key type for this request.

Standard key: Opens a single space or all doors to a single space.  
 Master or Submaster Key - A single key opens a whole building, whole floor or many rooms in several buildings  
 Outside Door Key

Location for Access or Removal of access

Select a space this key holder will need access to or access removed from

If the space is not located in the list, select the nearest space or the location of the key holder and indicate this in the description.

Additional Information about your request.

CancelNext >

Initial in all required fields. NOTE: Key Holder must initial every required field and the initials MUST be the same as the first and last name. There is an option to add an attachment at the bottom of the page.



## Key and Access

### Attachments

Key/Card Holder Name \*

Donna Johnson

Key/Card Holder Phone\*

Confirm Phone Number

Key/Card Holder Email \*

donjohns@nmsu.edu

#### Key Holder Responsibilities Statement

This Agreement is intended to define the responsibilities of those employees or affiliates who have access to NMSU facilities and to record recognition and acceptance of that responsibility. Within NMSU, employees or affiliates are authorized access to University facilities only to the extent necessary to perform their official university duties, and are responsible for protecting such facilities against unauthorized access or misuse.

Recognizing this responsibility,

Key Holder Info

Donna Johnson  
undefined  
donjohns@nmsu.edu

**I agree to the following. (please enter your first and last name initials in each box):**

I will only access NMSU facilities after hours for official business.

I will not loan or transfer my keys to any other individual.

I will verify that the entrance is secured upon entry and leaving.

I will not allow anyone to follow me through the entry unless I am their direct supervisor, or an instructor providing access to the classroom, or a responsible person providing access to space based on a University-approved purpose.

Suspicious persons or activities will be reported to NMSU Police. (575) 646-3311.

If I lose my key, I will notify Access Control immediately. (575) 646-7114.

Duplicating or replacing keys through an outside agency, company, or private business is prohibited.

I will return keys to University Access Control if I terminate or transfer within the University.

Review Key Request details. If everything is correct, select Review and then Submit.



## Key and Access

### Work Request : Phase 001 Details

Work Description

New Key  
High Security for access to 660 ANIMAL NUTRITION AND FEED MANUFACTURING FACILITY Rm: 104  
Key Holder: Donna Johnson



Cancel

< Previous

Review



## Key and Access

### REQUESTOR INFORMATION

Operating F-Level (Required for Key Requests)  
F00445

Select Index for request\*  
100858 - 01214018N01010000ACCOUNTING FUND: 110006 ORG: 500450 PROG: 1401

Will you be the Key Holder?  
Yes

Select Name of Key Holder  
DONJOHNS - JOHNSON, DONNA

Key or Access Card?  
New Key

Effective Date  
12/20/2024

Select the key type for this request.  
Master or Submaster Key - A single key opens a whole building, whole floor or many rooms in several buildings

Select the Department Head / Dean or Director to provide approval.  
PCHAVEZ - CHAVEZ, PATRICK

Business Justification  
text

Location for Access or Removal of access

Select a space this key holder will need access to.

Continued on next page.

Floor \*  
1 - FLOOR 1

Room # \*  
104 - 104

Additional Information about your request.  
text

## Attachments

Key/Card Holder Name \*  
Donna Johnson

Key/Card Holder Phone\*  
5756464320

Key/Card Holder Email \*  
donjohns@nmsu.edu

Key Holder Info  
Donna Johnson undefined donjohns@nmsu.edu

I will only access NMSU facilities after hours for official business.  
dj

I will not loan or transfer my keys to any other individual.  
dj

I will verify that the entrance is secured upon entry and leaving.  
dj

I will not allow anyone to follow me through the entry unless I am their direct supervisor, or an instructor providing access to the classroom, or a responsible person providing access to space based on a University-approved purpose.  
dj

Suspicious persons or activities will be reported to NMSU Police. (575) 646-3311.  
dj

If I lose my key, I will notify Access Control immediately. (575) 646-7114.  
dj

Duplicating or replacing keys through an outside agency, company, or private business is prohibited.  
dj

I will return keys to University Access Control if I terminate or transfer within the University.  
dj

Add Documents or Images to assist with processing.

Drop Files To Attach Or:

Browse

## Work Request : Phase 001 Details

Work Description  
New Key High Security for access to 660 ANIMAL NUTRITION AND FEED MANUFACTURING FACILITY Rm: 104 Key Holder: Donna Johnson undefined donjohns@nmsu.edu text



Cancel ◀ Previous Submit

The key request will now be submitted to the FS Work Order Desk.