Online Request Program
Firefox is the preferred program to use to access the On-Line request program.

The address is
https://accesscontrol.unomaha.edu
You will be asked to enter your user name and password
Once logged in you will be taken to the main page.
To place a order click on “New Order”
Enter the NUID number of the person that you are ordering access for then click the search button.
Click on the select button next to the keys that you want to request.
After you select a key then click on the "Add key to order" button.
This will add the selected key to the list at the bottom.
You will have to “select” and “add key to order” one at a time until you get all the keys you wish to order.
You can also select building access, and if applicable other card access Doors and alarm codes.
You will then notice that additional items that can be changed.

This box allows you to add or remove access as needed. “Grant” is Add and “Revoke” is remove.

This box currently does not work.
When you have added everything then click on the “Review Order”
You can then review the order to make sure it has everything they need. When you finished click on the “Submit Request” Button
Once the order has been processed you will get an e-mail letting you know the key is ready to be picked up at the Public Safety window between 7:15 and 4:45 Monday thru Friday.

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Your key request is complete and ready for pickup.

Order Number: 1777
Ordered: 3/13/2015 7:20:53 AM
Department: ACCESS CONTROL (UNO)
Cost Object: 12.0

<table>
<thead>
<tr>
<th>Approved</th>
<th>HS</th>
<th>NUID</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>True</td>
<td>True</td>
<td>74557440</td>
<td>1</td>
<td>$0.00</td>
<td>KH1 51A, 514A, 514B, 514C, 514D,</td>
</tr>
</tbody>
</table>
We hold keys for 30 days. If the key is not picked up after 30 days we then recycle the key and you will see the following e-mail.

Fri 3/13/2015 7:35 AM
donotreply@unomaha.edu
Key Request
To UNO Access Control

Your key request has been cancelled.

Order Number: 1777
Ordered: 3/13/2015 7:20:53 AM
Department: ACCESS CONTROL (UNO)
Cost Object: 12.0

<table>
<thead>
<tr>
<th>Approved</th>
<th>HS</th>
<th>NUID</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>True</td>
<td>True</td>
<td>74567440</td>
<td>1</td>
<td>$0.00</td>
<td>KH1, 514, 514A, 514B, 514C, 514D.</td>
<td></td>
</tr>
</tbody>
</table>
If you are a key Manager you can edit who in your department can request keys

Click the “Edit My Key Managers” button
In the box below enter the NUID number of the person you want to help with the requests

Key Managers for: ACCESS CONTROL (UNO)
NUID: 74567440 Larson, John

Click on the save changes for this department.
They now have access to use this program.
If you have any questions please e-mail accesscontrol@unomaha.edu or call 4-2922

Thank You.