



[Link to New Access and Key Forms](#)

New Process – One Platform for both Keys and Access

STEP ONE

I am requesting on behalf of..

This request is for me

Create New Submission

☒ This request is for me
☐ I am requesting on behalf of..

Enter Banner ID

100000000

Select your Supervisor

Ken Bright



Create New Submission

☐ This request is for me
☒ I am requesting on behalf of..

Select person to request access on behalf of..

LH Lia Van Wees

☒ Person not found in above lookup

On behalf of name:

John Doe

On behalf of Banner:

100000000

On behalf of Email:

john.doe@ontariotechu.net

Title, position or relationship to you:

Work study Student

Select your Supervisor

Lia Van Wees

Create New Submission

☐ This request is for me
☒ I am requesting on behalf of..

Select person to request access on behalf of..

LH Vaibhav Patel

Vaibhav Patel, vaibhav.patel4@ontariotechu.net, Student,

☐ Person not found in above lookup

On behalf of Banner:

100000000

Select your Supervisor

Lia Van Wees

New Process – One Platform for both Keys and Access

STEP TWO

Choose Building

Choose Building(s)

*REPLACEMENT CARD

ACE

Baagwating Indigenous Student Centre - BIS

Business and IT Building - BIT

Bordessa Hall - BOR

Campus Corners - CC

Clean Energy Research Lab - CER

Campus Field House - CFH

Select Room Key

Select Room

BIT 1085 - KEY

Selected Room: BIT 1085 - KEY

Enter reason for access request:

Access to office

Select Room Prox

Select Room

BIT 2034 SYNERGY LAB - PROX

Selected Room: BIT 2034 SYNERGY LAB - PROX

Enter Prox Card Info

☐ Request new access card

☐ Use existing access card

☐ Request 24/7 access

☐ Request 6am-10pm Monday-Friday access

Enter existing prox card number (5 digits):

12345

Selected Room: BIT 2034 SYNERGY LAB - PROX

Enter reason for access request:

Access to lab.

New Process – One Platform for both Keys and Access

STEP THREE

Select start date

Select start date:

Thu, Oct 30, 2025

☒ No end date
☐ Select end date

October 2025							2025			
Su	Mo	Tu	We	Th	Fr	Sa	Jan	Feb	Mar	Apr
28	29	30	1	2	3	4				
5	6	7	8	9	10	11				
12	13	14	15	16	17	18				
19	20	21	22	23	24	25				
26	27	28	29	30	31	1	Sep	Oct	Nov	Dec

Go to today

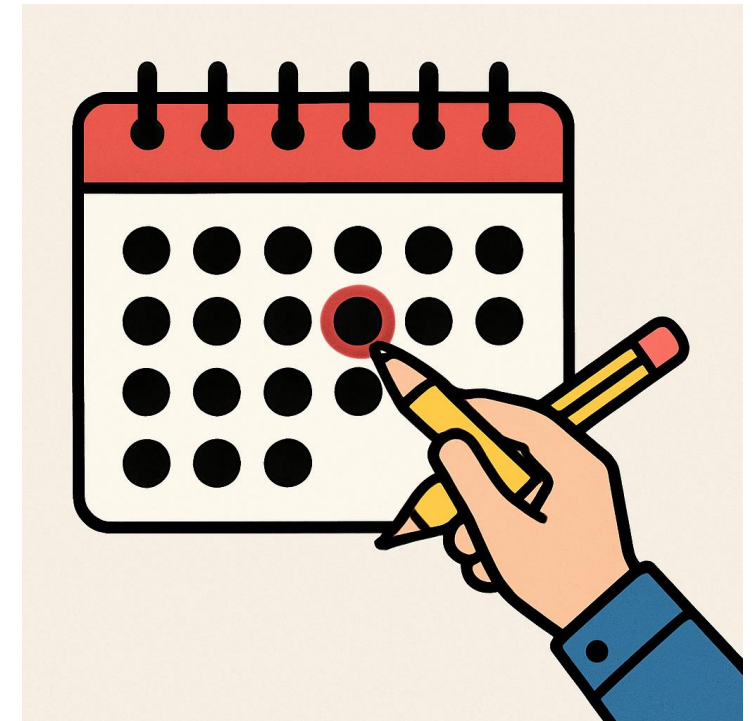
Select End date

Select end date:

Select a date...

November 2025							2025			
Su	Mo	Tu	We	Th	Fr	Sa	Jan	Feb	Mar	Apr
26	27	28	29	30	31	1				
2	3	4	5	6	7	8				
9	10	11	12	13	14	15				
16	17	18	19	20	21	22				
23	24	25	26	27	28	29				
30	1	2	3	4	5	6				

Go to today



New Process – One Platform for both Keys and Access

STEP FOUR

Submit Request



Submit Request

Agree to Conditions

CONDITIONS OF ISSUE TO CARD HOLDER

1. All access cards are the property of Ontario Tech University and must be surrendered on demand.
2. I will retain my access card for work use only.
3. I will not lend my access cards to others for their use.
4. I will exercise all due care in the custody and control of my access card.
5. I will immediately report the loss of my access card to my Supervisor and to Facilities Management and agree to pay \$25.00 for EACH replacement card.
6. I will return the access card issued to me on demand or on termination of employment or my association with Ontario Tech University and realize that my last pay cheque may be withheld until my access card has been returned to the Facilities Management Office.

The conditions above have been explained and are understood by me. By accepting / acknowledging this access card, I agree to abide by the conditions of issue.

Reminder: It is against the Student Code of Conduct and Staff Policies to gain access to any facilities without proper authorization.



✓ I agree to the above terms

Cancel and return

Continue for additional access for same user

Reset Form for New User

Submission successful.

✓ Continue.

✓ Reset form.

Optional Mass Entry Form

- If you are interested in using a mass entry form – please contact OCISBuildingOps@ontariotechu.ca

Key / Prox Card Request
Form - to be used only by
individuals authorized by
OCIS.

Submitted By:

Name	Email (@ontariotechu.ca only)	Banner ID
Callan Brown	callan.brown@ontariotechu.ca	100599716

On Behalf Of Name	On Behalf Of Banner	Supervisor Approval Email	On Behalf Of Email	On Behalf Of Role	Building	Room	Start Date	End Date?	End Date (blank if none)	Prox Card Status	Access Card (5 Digits)	Access Card Active Time	Valid Entry
Peter Parker	102000000	callan.brown@ontariotechu.ca	peter.parker@ontariotechu.ca	Teaching Assistant	Campus Corners - CC	CC 2101 - KEY	11/17/2025	YES	12/7/2025 Existing Card	12345	6-10 M-F		TRUE
Peter Parker	102000001	callan.brown@ontariotechu.ca	peter.parker@ontariotechu.ca	Teaching Assistant	Regent Theatre - REG	REG 001 - KEY	11/17/2025	YES	12/7/2025 Existing Card	12345	6-10 M-F		TRUE
Peter Parker	102000002	callan.brown@ontariotechu.ca	peter.parker@ontariotechu.ca	Teaching Assistant	Campus Field House - CFH	CFH D5 - KEY	11/17/2025	YES	12/8/2025 Existing Card	12345	6-10 M-F		TRUE
Peter Parker	102000003	callan.brown@ontariotechu.ca	peter.parker@ontariotechu.ca	Teaching Assistant	Campus Corners - CC	CC 2100 - KEY	11/17/2025	YES	12/9/2025 Existing Card	12345			FALSE
Peter Parker	102000004	callan.brown@ontariotechu.ca	peter.parker@ontariotechu.ca	Teaching Assistant	Energy Systems and Nuclear Science Research Centre - ERC	CHA 103 - KEY	11/17/2025	YES	12/10/2025 Existing Card	12345	6-10 M-F		FALSE
Jane Doe	123456789	clark.kent@ontariotechu.ca	jane.doe@ontariotechu.ca	Student Assistant	Bordessa Hall - BOR	BOR 203 LAB - PROX	6/26/2025	YES	12/7/2025 Existing Card	12345	6-10 M-F		TRUE

OCIS Key Request App – New Submission

Create New Submission

☒ This request is for me
☐ I am requesting on behalf of..

Enter Banner ID

100123456

Select your Supervisor



Bevin Moolenschot

Choose Building(s)

Campus Corners

Select Room

CC 2114 - KEY

☐ Request new access card
☐ Use existing access card
☐ Request 24/7 access
☐ Request 9-5 Monday-Friday access

Enter existing prox card number (5 digits):

Selected Room: CC 2114 - KEY

Enter reason for access request:

Key Request Queue for
Callan Brown
Business Solutions Specialist
Information Technology (IT) Services Department
Manager: Bevin Moolenschot



☒ Awaiting authorization(s)
☒ Processing
☒ Completed
☒ Rejected

Refresh Data

 CC AV TECHNICIAN -
June 30, 2025

REJECTED

>

 ERC B058 (R) APPLIED
June 30, 2025

PROCESSING

>

 ERC SUBMASTER -
June 30, 2025

AUTHORIZING

>

 CC ALL ACCESS - GROUP
June 30, 2025

PROCESSING

>

 ENG 1030A - KEY
June 30, 2025

AUTHORIZING

>

 ENG 1030A - KEY
June 30, 2025

AUTHORIZING

>

Request Details

CC 2115 - KEY for Callan Brown
Requested on: 7/2/2025

Reason: this is my reason.

Approvals

The approval chain is: **Callan Brown (Business Solutions Specialist)**

Approvals complete: 1 / 1

Approver: Callan Brown (Callan.Brown@ontariotechu.ca)
Title: Business Solutions Specialist
Outcome: Approve
Comments: Reason is accepted.
Timestamp: 2025-07-02 14:51:02

Approvals complete. OCIS to review and process request.

OCIS Key Request App – Request Queue

Create New Submission

☒ This request is for me

☐ I am requesting on behalf of..

Enter Banner ID

100123456

Select your Supervisor



Bevin Moolenschot

Choose Building(s)

Campus Corners

Select Room

CC 2114 - KEY

☐ Request new access card

☐ Use existing access card

☐ Request 24/7 access

☐ Request 9-5 Monday-Friday access

Enter existing prox card number (5 digits):

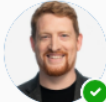
Selected Room: CC 2114 - KEY

Enter reason for access request:

Key Request Queue for

Callan Brown

Business Solutions Specialist
Information Technology (IT) Services Department
Manager: Bevin Moolenschot



☒ Awaiting authorization(s)

☒ Processing

☒ Completed

☒ Rejected

Refresh Data

 CC AV TECHNICIAN -
June 30, 2025

REJECTED

 ERC B058 (R) APPLIED
June 30, 2025

PROCESSING

 ERC SUBMASTER -
June 30, 2025

AUTHORIZING

 CC ALL ACCESS - GROUP
June 30, 2025

PROCESSING

 ENG 1030A - KEY
June 30, 2025

AUTHORIZING

 ENG 1030A - KEY
June 30, 2025

AUTHORIZING

Request Details

CC 2115 - KEY for Callan Brown

Requested on: 7/2/2025

Reason: this is my reason.

Approvals

The approval chain is: **Callan Brown (Business Solutions Specialist)**

Approvals complete: 1 / 1

Approver: Callan Brown (Callan.Brown@ontariotechu.ca)

Title: Business Solutions Specialist

Outcome: Approve

Comments: Reason is accepted.

Timestamp: 2025-07-02 14:51:02

Approvals complete. OCIS to review and process request.

OCIS Key Request App – Queue Details

Create New Submission

☒ This request is for me
☐ I am requesting on behalf of..

Enter Banner ID

100123456

Select your Supervisor



Bevin Moolenschot

Choose Building(s)

Campus Corners

Select Room

CC 2114 - KEY

☐ Request new access card
☐ Use existing access card
☐ Request 24/7 access
☐ Request 9-5 Monday-Friday access

Enter existing prox card number (5 digits):

Selected Room: CC 2114 - KEY

Enter reason for access request:

Key Request Queue for
Callan Brown
Business Solutions Specialist
Information Technology (IT) Services Department
Manager: Bevin Moolenschot



☒ Awaiting authorization(s)
☒ Processing
☒ Completed
☒ Rejected

Refresh Data



CC AV TECHNICIAN -
June 30, 2025

REJECTED



ERC B058 (R) APPLIED
June 30, 2025

PROCESSING



ERC SUBMASTER -
June 30, 2025

AUTHORIZING



CC ALL ACCESS - GROUP
June 30, 2025

PROCESSING



ENG 1030A - KEY
June 30, 2025

AUTHORIZING



ENG 1030A - KEY
June 30, 2025

AUTHORIZING

Request Details

CC 2115 - KEY for Callan Brown
Requested on: 7/2/2025

Reason: this is my reason.

Approvals

The approval chain is: ****Callan Brown (Business Solutions Specialist)****

Approvals complete: 1 / 1

Approver: Callan Brown (Callan.Brown@ontariotechu.ca)
Title: Business Solutions Specialist
Outcome: Approve
Comments: Reason is accepted.
Timestamp: 2025-07-02 14:51:02

Approvals complete. OCIS to review and process request.

OCIS Key Request App – Approval Process – Microsoft Teams

The screenshot shows the Microsoft Teams interface. On the left, the 'Activity' tab is active, displaying a list of messages. The main pane shows the 'Approvals' tab with a modal window for a request from Callan Brown. The modal window displays the request details, including the requestor's name, department, and job title, and the status of the request.

Activity

- Unread @Mentions
- Tag mentions
- Callan Brown sent you a... 2:47 PM
- Final status: Approved 1:08 PM
- Final status: Approved 1:07 PM
- Final status: Approved 10:51 AM
- Callan Brown sent you a... 9:42 AM
- Callan Brown sent you a... 9:36 AM
- Callan Brown sent you a... 9:23 AM

Approvals

Received Sent

+ New approval request

Filter: Ontario Tech University (default) Export

Approvals

Approval request details

Requested

Callan Brown is requesting access to CC 2115 - KEY

Requestor: Callan Brown
Department: Information Technology (IT) Services Department
Job Title: Business Solutions Specialist

Requesting on behalf of: Self

Reason for request: this is my reason.

Approval chain: The approval chain is: **Callan Brown (Business Solutions Specialist)**

Status: Requested

Pending response
Callan Brown

Comments

Add your comments here

More actions Reject Approve

Priority	Request title	Status	Source	Created
	Lorrie Hennig is requesting access to ENG 1ST FLOOR ALL LABS (1030 / 1035 / 1040 / 1050) - GROUP PROX	Requested		7/2/2025 3:07:41 PM
	Patty Spiliotis is requesting access to ACE 11048 - KEY	Approved		7/2/2025 8:30:52 AM
	Patty Spiliotis is requesting access to ACE 2030A - PROX	Approved		7/2/2025 8:30:52 AM
	Callan Brown is requesting access to CC ALL ACCESS - GROUP PROX	Approved		6/30/2025 11:26:47 AM
	Lorrie Hennig is requesting access to BIT OCIS PROJECT TEAM - GROUP PROX	Approved		6/30/2025 10:32:44 AM
	Patty Spiliotis is requesting access to CC FACILITIES CONTRACTOR MON-FRI 7am-5pm - GROUP PROX	Approved		6/30/2025 10:31:28 AM
	Patty Spiliotis is requesting access on behalf of Jon Doe to ACE 2030A - PROX	Approved		6/30/2025 10:18:28 AM
	Patty Spiliotis is requesting access to CC FACILITIES CONTRACTOR MON-FRI 7am-5pm - GROUP PROX	Approved		6/30/2025 10:17:49 AM
	Patty Spiliotis is requesting access to CC FACILITIES CONTRACTOR MON-FRI 7am-5pm - GROUP PROX	Approved		6/30/2025 10:17:48 AM
	Patty Spiliotis is requesting access to CC FACILITIES CONTRACTOR MON-FRI 7am-5pm - GROUP PROX	Approved		6/30/2025 10:16:44 AM
	Callan Brown is requesting access to ERC SUBMASTER - CUSTOM KEY	Requested		6/30/2025 9:56:39 AM
	Callan Brown is requesting access to ERC SUBMASTER - CUSTOM KEY	Approved		6/30/2025 9:50:07 AM
	Callan Brown is requesting access to ERC B058 (R) APPLIED RAD LAB - Need Biometric Print - PROX	Approved		6/30/2025 9:49:33 AM
	Lorrie Hennig is requesting access to SIR ALL 4TH FLOOR F LABS - GROUP PROX	Approved		6/30/2025 9:48:06 AM
	Callan Brown is requesting access to CC AV TECHNICIAN - GROUP PROX	Rejected		6/30/2025 9:09:15 AM

OCIS Key Request App – Approval Process – Email

Lorrie Hennig is requesting access to ENG 1ST FLOOR ALL LABS (1030 / 1035 / 1040 / 1050) - GROUP PROX

 Microsoft Power Automate <flow-noreply@microsoft.com>
To:  Lorrie Hennig

  Reply  Reply All  Forward  

Wed 7/2/2025 3:08 PM

Approvals | Power Automate

Lorrie Hennig is requesting access to ENG 1ST FLOOR ALL LABS (1030 ...

Requested by **Callan Brown** <Callan.Brown@ontariotechu.ca>

Date Created Wednesday, July 2, 2025 3:07 PM

Requestor: Lorrie Hennig
Department: Office of Campus Infrastructure and Sustainability
Job Title: Budget Officer

Requesting on behalf of: Self

Reason for request: Need Access to labs.

Approval chain: The approval chain is: Patty Spiliotis (Administrative Assistant) -> **Lorrie Hennig (Budget Officer)**

Approve

Reject

If approved in Teams, email will change to reflect approval is complete

Approvals | Power Automate

You have already completed this request.

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

