

# **Cornell University**

# Key Management System

# **User Manual**

August 2009 Version 1.0

# Many thanks to the following individuals who were instrumental in the development of the Key Management System:

Marie Balander, Facilities Services University Lock Shop Lori Barry, College of Veterinary Medicine Jocelyn Becraft, Facilities Services Chris Brown, Cornell Information Technology, Information Services Custom Applications Greg Busby, Cornell Information Technology, Information Services Laurie Cecere, Risk Management & Public Safety Kelly Davis, Facilities Services Building Care Hugh Edwards, Cornell Information Technology, Information Services Custom Applications Peggy Emerson, Facilities Services Customer Service Chris Grippin, Cornell Information Technology, Information Systems Nancy Kimble, Cornell Information Technology, Information Services Custom Applications Linda Grace-Kobas, Cornell University Finance & Administration Communications Juliet Hendricks, Facilities Services Building Care Jay Hulslander, Cornell Information Technology, Information Services Custom Applications Kristine Mahoney, College of Human Ecology Carrie Maine, Facilities Services Building Care Peggy Matta, Risk Management & Public Safety Kevin McCord, Facilities Services Customer Service Rachel Moore, Facilities Services Customer Service Brenda Payne, College of Veterinary Medicine Tim Petriwsky, College of Human Ecology Daneen Phillips, Risk Management & Public Safety Nancy Preston, Campus Life Ray Price, Cornell University Police Joe Remillard, Facilities Services Customer Service Becky Richmond, Campus Life Multi-Trade Shop Barb Romano, Campus Life Brandi Smith, Campus Life George Sutfin, Cornell University Police

# **Table of Contents**

Table of C	Contents3
Table of F	Figures6
Overview	7
Access C	ontrol7
Key Mana	gement System8
Definition	s9
Roles and	I Responsibilities11
Key Parts	
-	ily" Tree or Profile14
Key Mana	gement System Process15
Key Conv	version Process
	tion Matrix16
Key Mana	agement System17
Accessing	g the Key Management System17
Obtain A	uthorization as a KCC
To Acces	s the KMS
Key Cont	rol Coordinator (KCC) Procedures19
Get Your	Key Profiles Established in the KMS19
My Key I	Profiles
≻	To view all key profiles:
≻	To filter the view:
≻	To view a specific key profile:
≻	To view information about a secure key profile:
≻	To assign access locations to key profiles:
≻	To delete access locations from key profiles:
≻	To identify access locations with special information:25
≻	To create a key instance:
$\triangleright$	To assign a new key instance to an individual:
$\triangleright$	To place a new key instance in storage:
≻	To duplicate a key instance:

≻	To edit key instances:	32
Create	Your Key Management Organizational Structure	
Manage	e AKCCs	34
≻	To add Associate Key Control Coordinators for your college/unit:	34
≻	To add a new AKCC to the KMS:	
$\triangleright$	To remove an AKCC as authorized for your college/unit:	
Organiz	e Your Keys	37
Manage	e Key Groups	38
≻	To view key groups:	38
$\triangleright$	To create a key group:	38
$\triangleright$	To rename a key group:	39
≻	To authorize an AKCC for one or more key groups:	40
≻	To remove authorization for an AKCC for one or more key groups:	41
≻	To remove a key groups:	42
My Key	s	43
≻	To view keys within your unit:	43
≻	To view an activity log :	44
≻	To filter the view:	45
≻	To assign a key to a key holder:	45
≻	To place a key in storage:	46
$\triangleright$	To issue a key to a responsible party (See Definitions)	48
≻	To record a lost / stolen key:	49
$\triangleright$	To record a recovered lost/stolen key:	50
≻	To record a broken key:	51
Manage	e Keys	52
≻	To view keys	52
≻	To filter the view:	53
≻	To view instances made by Emergency & Service Personnel:	54
≻	To create a key ring:	55
≻	To add keys to a key ring:	56
≻	To move a key to a different key group:	57
Му Кеу	Rings	58
Manage	e Custom Storage Locations	59
≻	To create a Custom Storage Location:	59

Mana	ge Special Information	
≻	To create special information about a location:	
Repor	rts	61
Associa	ate Key Control Coordinator (AKCC) Procedures	62
Му Ке	eys	
≻	To view keys within your unit:	
≻	To view an activity log:	
≻	To filter the view:	65
≻	To assign a key to a key holder:	
≻	To place a key in storage:	
≻	To issue a key to a responsible party: (see definition)	
≻	To record a lost / stolen key:	
$\triangleright$	To record a recovered lost / stolen key:	
≻	To record a broken key:	71
Mana	ge Keys	72
≻	To view keys within your unit:	72
≻	To view an activity log:	
≻	To filter the view:	74
≻	To create a key ring	
≻	To add keys to a key ring:	
Му Ке	ey Rings	77
≻	To view key rings:	77
≻	To remove keys on key rings:	
≻	To assign a key ring:	
$\triangleright$	To place the key ring in storage:	
$\triangleright$	To issue the key ring to a responsible party:	
$\triangleright$	To record the key ring as lost/stolen:	
$\triangleright$	To record a recovered lost / stolen key ring:	
$\triangleright$	To record a key ring as broken:	
$\triangleright$	To record a key on key ring as broken:	
Repor	rts	
≻	To create an individual transaction log:	
Append	dix A – Forms	93
Append	dix B – Frequently Asked Questions	94
Append	dix C – Importing Key Instance Information into the KM	//S97
y Manage	ment System Manual 5	August 2009

## Table of Figures

Figure 1 – Key Parts	13
Figure 2 – Key Profile or "Family Tree"	14
Figure 3 – Process to Manage Keys within the Key Management System	15
Figure 4 – KCC Responsibilities within the KMS	19
Figure 5 – AKCC Responsibilities within the KMS	62

# **Overview**

## Access Control

University Policy 8.4 – Management of Keys and Other Access Control Systems - requires that departments and units maintain control of all devices and systems that provide access to university facilities and vehicles. This includes possession, issuance of copies, and storage of keys and other access devices. In addition, device holders are required to maintain control of access devices issued to them, ensure their proper use, report lost devices, and return devices to their supervisors when no longer required.

Everyone acting on behalf of Cornell University must take responsibility for faculty, staff, and student safety, as well as the security of university physical space and the assets contained therein. An essential element of security is maintaining adequate control to ensure that university assets are accessed only by those authorized to do so. This necessitates the tracking of university key systems and access devices, as well as the locations they access and the individuals to whom they are issued.

Responsibility for the management of proper access control rests with unit heads, who must each designate one access control coordinator (ACC) and/or key control coordinator (KCC) for all functional work areas, or delegate this responsibility to a specific entity within a unit. In all cases, ultimate responsibility for the access devices in a unit rests with the individual to whom the access device was issued.

Issuance of access devices should be systematic and need-based. Immediate supervisors, in consultation with ACCs and/or KCCs and in accordance with this policy, must determine the need for access device issuance, based upon job functions. Issuance of access devices should be kept as infrequent as possible, with consideration given to hours of work, work space, alternatives, frequency, urgency, and sensitivity (see the "Considerations When Issuing an Access Device" segment of this policy).

Immediate supervisors, ACCs, or KCCs must train device holders in the proper use of access devices and review this policy periodically with them.

Any individual requesting access to a space must complete a sign-out procedure with an ACC or KCC, or a designate, when receiving an access device. A responsible party (see "Definitions") must sign out an access device for any person who is not a Cornell student, faculty, or staff member.

Individuals are prohibited from unauthorized possession or duplication of access devices to university facilities or vehicles; from disabling or circumventing access devices; and from making changes to access without following the procedures set forth in this document.

Because all levels of master keys (grand-master, master, sub-master, etc.) open more than one space, additional care must be taken in safeguarding them. Where possible, master keys should be kept in secured storage rather than carried by an individual. Individuals should carry the lowest level key that meets their business needs.

### Key Management System

The Key Management System (KMS) is intended to help users meet the requirements of Policy 8.4 – Management of Keys and Other Access Control Systems for physical keys. The KMS has been designed to meet the following general requirements:

- Capture key profiles
- Establish an organizational structure for managing keys within your unit to include Key Control Coordinator(s) and Associate Key Control Coordinator(s).
- Inventory physical keys, including
  - o organizing keys by Key Groups and Key Rings
  - o assigning access locations to keys
- Capture transactions associated with keys such as:
  - o Assigning keys to individuals
  - o Putting keys in storage
  - Identifying a key as lost/stolen or broken

The KMS was designed specifically to meet Cornell's needs and is intended to be flexible to allow for differences in the ways keys are managed within various units. A committed group of stakeholders was involved in the development of the KMS and we hope you find that it can be successfully used to manage your key inventories at Cornell.

Within the year, the KMS will have the ability to print reports to meet the annual review requirements of Policy 8.4. We will add documentation to this manual when that functionality is developed.

We are planning for Phase II of the KMS that will include electronic workflow to allow the requesting of duplicate keys and the associated approval process to happen all on-line. We do not currently have a release date for Phase II.

# **Definitions**

The following definitions are used with the Key Management System and are consistent with Policy 8.4 – Management of Keys and Other Access Control Systems.

Access Device	A mechanical or electronic device, including, but not limited to, a key or an access card, used to gain access to a university facility or vehicle.
Associate Key Control Coordinator	An individual responsible for issuing, receiving, and maintaining key assignments, key inventories, transaction systems, forms, and records, as delegated by the key control coordinator (KCC).
Access Locations	The facility and room(s) that a key can access. This information is linked to the university facilities inventory.
Bitting Notches	The unique cuts made to a physical key.
Change Key	The lowest level of a key system. A change key cannot have any child keys below it.
Children	Keys that are below other keys in a key system. For example, a sub-master would be a child key to a master key.
Due Date	A specific date assigned to a key for verification process and/or turn in date if the key is issued on a temporary basis.
Emergency Access	Access for the purposes of security, law enforcement, human safety, or facility repair.
Emergency Response Personnel	Individuals assigned access devices that allow emergency access to a broad number of campus facilities for the purpose of providing emergency services.
Emergency Services KCC	A KCC that can make instances from any key profile in the KMS, after approval from the Cornell University Police, with the exception of secured keys. Emergency Services KCCs include the Cornell University Police and Environmental Health & Safety.
Key Control Coordinator (KCC)	An individual acting on behalf of the dean or vice president who is responsible for requesting, issuing, receiving, and maintaining key assignments, key inventories, transaction systems, forms, and records. A KCC may delegate authority for a subset of keys to one or more associate key control coordinator(s) (AKCCs).
Key Control Coordinator Back-Up	The individual designated to provide back-up for the KCC. The KCC Back-up can perform the duties of the primary KCC.
Key Instance	An individual physical key.
Key Management System (KMS)	An electronic, online tool available for managing and tracking inventories of physical keys.
	<b>Note</b> : All keys to spaces with special access restrictions (e.g., those with highly hazardous materials or highly valuable assets), must be inventoried in the Key Management System (KMS). Authorization to this system is role specific and must be authorized by the Cornell Police and/or the Key Management System Program Administrator

Key Profile	This is a conceptual entity that represents the common properties that duplicate keys share. For example, you can have many identically duplicate keys, but they would all map back to a single key profile. Access Locations are assigned at the Key Profile level, because duplicate keys would all open the same access locations. A Key Profile is uniquely identified by the combination of manufacturer, keyway, and bitting, and can be referred to by its Key Set.	
Кеу Тад	The identification device with a unique number usually attached to a key rin Key tags for staff, students or faculty are available from the Cornell Universi Police in G-2 Barton Hall.	
Device Holder	An individual in possession of any physical, electronic, or other access device (may be a university employee, student, volunteer, alumnus, outside vendor, or authorized visitor). For purposes of this manual, the term key holder will be used because this manual is in reference to physical keys.	
Key Holder	Per Policy 8.4, this is a device holder that is in possession of a physical key.	
Key Ring	A set of keys physically bound on a ring. Key rings are stored or assigned to recipients as a single unit.	
Key Sequence	A sequence number assigned to a physical key that differentiates it from other keys of the same cut and key stamp. (e.g., KA1 vs KA2)	
Key Set	A series of letters and/or numbers that the key manufacturer and Lock Shop use to uniquely identify a key profile. The Key Set is typically stamped onto the physical key.	
Key Stamp	A series of letters and/or numbers stamped onto a physical key for purposes of identification. It may or may not be the Key Set. Combined with the Key Sequence, it should be unique.	
Key Way	The grooves cut along the length of a key that determine which keyholes it can be inserted into	
Master Key	A key that fits or opens more than one door. There are several levels of master key, each with different capabilities and rules for issuance and use (e.g., master key, sub-master key, grand-master key).	
Orphan Key	A Master, SubMaster, or Change key that does not have a parent.	
Responsible Party	A Cornell employee responsible for the access devices provided to a person who is not a Cornell student, faculty, or staff member. (e.g., visiting professor)	
Secured Key	A key that requires specific approval of the KCC to be duplicated by Emergency Services or Service KCCs.	
Service Access	Access for the purposes of providing maintenance, repair, and building care services.	
Service KCC	A KCC that can make instances from any key profile in the KMS, after approval from the Cornell University Police, with the exception of secured keys. Service KCCs include Facilities Services Customer Service and Building Care.	
Service Personnel	Individuals assigned access control devices that allow service access to a broad number of campus facilities for the purpose of providing maintenance, repair, and building care services.	

Special Information	Specific requirements associated with an access location. For example, a room containing highly hazardous materials may require that a specific person approve any keys issued for that room.
Sub-Master Key – see "master key"	
Temporary Access Device	An access device assigned for a limited time.
Unit	A college, department, program, research center, business service center, office, or other operating unit.

# **Roles and Responsibilities**

The following roles and responsibilities are as defined in Policy 8.4 – Management of Keys and Other Access Control Systems.

Access Control Coordinator (ACC) or Key Control Coordinator (KCC)	<ul> <li>Request authorization from the Crime Prevention Unit of the Cornell University Police Department (CUPD) for duplication of keys.</li> <li>Store, protect, and distribute access devices/systems properly.</li> <li>Ensure emergency response and service personnel have proper access to facilities and spaces.</li> <li>Periodically initiate reevaluation of the need for access devices and retrieve them, or the appropriate access, when necessary.</li> <li>Designate associate access control coordinators (AACCs) or associate key control coordinators (AKCCs).</li> <li>Receive and act on requests for access devices, and changes to access.</li> <li>Issue temporary access devices.</li> <li>Uniquely identify and mark access devices.</li> <li>Maintain access device records, including associated access locations.</li> <li>Conduct a review of access devices/systems and associated locations at least every two years.</li> </ul>
Associate Access Control Coordinator (AACC) or Associate Key Control Coordinator (AKCC)	<ul> <li>Receive and act on requests for access devices, and changes to access.</li> <li>Store, protect, and distribute access devices properly.</li> <li>Maintain an access device record system.</li> <li>Issue temporary access devices.</li> <li>Uniquely identify and mark access devices.</li> <li>Conduct a review of access devices and associated locations as requested by the access control coordinator (ACC) or key control coordinator (KCC).</li> </ul>
Campus Card Access Administrator	<ul> <li>Maintain central card access server and database.</li> <li>Notify users of outages.</li> <li>Maintain network link to the University Registrar's office.</li> <li>Administer ACC access rights.</li> </ul>

Campus Life Multi- Trade Shop	<ul> <li>Store, protect, distribute, and maintain information pertaining to Campus Life key systems (including bitting numbers, keyways, etc.) in the Key Management System (KMS).</li> <li>Reproduce Campus Life keys as requested and appropriate, via the Campus Life work-order system, and in accordance with this policy.</li> <li>Change locks with Campus Life as requested by individual units.</li> <li>Provide estimates for Campus Life new installations, upgrades, or conversions.</li> </ul>
Crime Prevention Unit of the Cornell University Police Department (CUPD)	<ul> <li>Maintain a list of authorized ACCs and KCCs, and their backup(s), AACCs, and AKCCs.</li> <li>Conduct periodic inspections of the records and facilities for key and access card control.</li> <li>Forward approved and authorized key requests to the University Lock Shop and the Campus Life Multi-Trade Shop.</li> </ul>
Deans, Vice Presidents	<ul> <li>Ensure that the college or unit meets the minimum standards set forth in this policy.</li> <li>Authorize ACCs and KCCs for the college or unit using the "Access Card and Key Control Authorization Form" (see "Related Documents,</li> </ul>

## Key Parts

The following diagram represents typical parts of a standard key issued by the university lock shops. See the Definitions above for additional information.





# Key "Family" Tree or Profile

The following is a depiction of a key "family" tree. A typical tree goes from Grand Master to Master to Submaster to Change key. Note in the tree below the variations that are possible to a tree. Examples include:

- Change keys off of Grand Master and Master keys, and
- Orphaned keys that aren't related to the rest of the tree.



Figure 2 – Key Profile or "Family Tree"

### Key Management System Process

The following figure depicts the process that must be followed for a KCC to be able to manage their keys within the KMS.

#### Figure 3 – Process to Manage Keys within the Key Management System



Note that prior to using the KMS, a unit must work with the appropriate Lock Shop to have the key profiles for their facilities entered into the KMS. The University Lock Shop has many key profiles available and depending on the age of the keying system, some profiles may be readily available for conversion into the KMS.

The process defined in Figure 3 above is outlined in considerable detail in the following sections of this manual.

#### Key Conversion Process

A data conversion process is available for units that put their key inventory information in spreadsheets provided by Risk Management and Public Safety. The conversion process has the ability to pull key profile information and key instance information into the KMS. The conversion process is further defined in

Appendix C – Importing Key Instance Information into the KMS.

# **Authorization Matrix**

The following matrix is provided for general reference and summarizes the possible actions within the Key Management System and which roles are authorized to perform those actions.

Actions	АКСС	КСС	Service & Emergency KCCs	Lock Shop
Manage key rings	Х	Х	X	
Create a key ring	Х	Х	X	
Edit a Key ring	Х	Х	X	
Delete a key ring	Х	Х	X	
Edit only notes on a key	Х	Х	X	
View logs	Х	Х	X	
View special information	Х	Х	X	
View access locations	Х	Х	X	Х
Manage access locations		Х	X	Х
Create a key group		Х	X	
Add an AKCC		Х	X	
Delete an AKCC		Х	X	
Add a custom location		Х	X	
Edit a custom location		Х	X	
View secured profiles		Х		
Create a key instance		Х	X	
Duplicate a key instance		Х	X	
Edit a key instance		Х	X	
Insert special information		Х	X	
Update special information		Х	X	
Create a key profile				Х
Edit a Key profile				Х
Destroy a key				Х

# Key Management System

### Accessing the Key Management System

The Key Management System contains confidential information. A lot of time and effort has been devoted to ensure that system data and your unit information are safe and secure. Access into the system is highly regulated by the Crime Prevention Section of the Cornell Police Department and the Key Management System Administrator. Each college/major unit is responsible for the creation and maintenance of key inventories for their individual department/unit(s).

#### **Obtain Authorization as a KCC**

Prior to using the KMS, a KCC must be authorized by their Dean or Vice President. Authorization forms are available at: <u>http://rmps.cornell.edu/keysinfo/</u>. The authorization form must be sent to the Cornell Police, Crime Prevention Section, G-2 Barton Hall. Upon receipt of the authorization, the KMS Administrator will provide access privileges to the KCC within the KMS.

#### To Access the KMS

**NOTE**: We recommend using Mozilla Firefox. It loads the pages much more quickly than Internet Explorer and displays the system information in a more easily read format.

Use the following URL: <a href="http://rmps.cornell.edu/keys/">http://rmps.cornell.edu/keys/</a>

Immediately after using this link, you will see the first line of security: The CUWebLogin screen. You will be required to type in your netID and password.

CORNELL UNIVERSITY	
CUWebLogin	Cornell University Login
About CUWebLogin	
Kerberos         Please enter your Cornel         NetID:         Password:	
Cornell University Authentication Notice authenticity of any online service, chec	e: This is an official secure service from Cornell University. If you are uncertain of the k with abuse@cornell.edu.

RMPS Home Room screen:

	Cornell University SEARCH CORNELL: 90 Risk Management and Public Safety Pages People more options
RMP	5 Home Room
0=	select a program Injury / Ilness Reporting Key Management Refresh Refresh Refresh Refresh

If you are not authorized to use the Key Management system, you will not see the Key Management icon Box. If this happens, you should contact the Key Management System Administrator at kmsusers@cornell.edu.

If you are set up in the system, you will see the Key Management system icon.

**Click** on to enter the system.

# Key Control Coordinator (KCC) Procedures

As KCC you are responsible for the management of keys and key systems data. Management of keys includes: maintaining key inventories and associated storage locations, maintaining transaction logs of all changes in key assignment, processing all required and associated forms, and maintaining all records for your college or major unit.

#### Figure 4 – KCC Responsibilities within the KMS



**Note**: Any of the responsibilities listed above for AKCCs, as well as the actions that an AKCC can perform within the KMS, can also be performed by a KCC.

#### Get Your Key Profiles Established in the KMS

Prior to being able to use the KMS, the key profiles for keying systems which are installed in facilities for which you occupy and/or are responsible must be entered into the KMS by the appropriate Lock Shop. A key profile is essentially the 'family tree' of a key system. (See Figure 2 – Key Profile or "Family Tree" on page 14.) A profile indicates where in the 'family tree' a specific key instance belongs. A 'key instance' is an individual physical key. Contact the PDC Lock Shop at (x5-7112) or the Campus Life Multi-Trade Shop at (5-2074) to discuss getting your unit's key profiles entered into the KMS.

#### My Key Profiles

This screen displays a list of all the key profiles for keying systems which are installed in facilities for which you, as the KCC, represent the occupants and/or are responsible for the stewardship. These key profiles are established and assigned by the Lock Shop. (See Get Your Key Profiles Established in the KMS on page 19.)

#### > To view all key profiles:

Use this screen to view keys by key system information such as the manufacturer, keyway, keyset, or key stamp.

- Go To "My Key Profiles".
- ► <u>To filter the view:</u>
  - Click , this will open drop down options which allow you to filter the view by any one or more of the following: manufacturer, keyway, keyset, key stamp, grandmaster, master, sub-master, or change.
  - **Click** on the item you wish to filter (*the item will be highlighted.*) Use Shift+Click to select multiple sequential items at one time. Use Ctrl+Click to select multiple non-sequential items within a filter box.

	Cornell Unive									SEARCH CORNELL			go
R R	Risk Manage	ment and Pi	ublic Safety								Pages	People	more options
Key Mar	nagement	***TEST*	₩-₩ Key Profiles										
Programs	Locations	Roster	Comments	Help									
My Keys													
Manage Key	15	First	Previous			Disp	laying rows	1 through 1	8 of 18			Nent	Last
My Key Ring	s	Hide Filte	r Form										
My Key Prof	files	Mfr	Kwy	Keyset	Keystamp	ксс	GM	м	SM	Chg		ces Sec	ured Actions
Manage Key	Groups	All Sargent	All AD			All dp338	All KA		All	All			ier 🔶
Manage AK	CCs		AL VDH 🗸	KA1 KA2 KAA	KA1 KA2 KAA1A		· V	KAB VA VB		KA2 KAA1 KAA2	1 2 3		
Manage Cus Locations	tom	Sargent	AD	KA	KA	dp338	KA				12		<del>∽</del> ⊛ .
Manage Spe	cial Info	Sargent	AD	KA1	KA1	dp338	KA			KA1	1		<del>∽</del> ⊛ .
		Sargent	AD	KA2	KA2	dp338	KA			KA2	2		🕞 👁 .
		Sargent	AD	каа	КААА	dp338	KA	КАА			2		🕞 👁 .
		Sargent	AD	KAA1	KAA1A	dp338	КА	каа		KAA1	з		🕞 👁 .
		Sargent	AD	KAA2		dp338	КА	каа		KAA2	0		€= ®
		Sargent	AD	кааз		dp338	KA	каа		КААЗ	0		<del>•</del> •
		Sargent	AD	КАА4		dp338	КА	каа		KAA4	0		<del>•</del> •
		Sargent	AD	KAA5		dp338	ка	каа		KAA5	0		6- O

• Click "Filter".

## > <u>To view a specific key profile:</u>

- Go To "My Key Profiles".
- **Click "**View" icon next to the key profile you wish to view.

	Cornell Univ Risk Manage		ublics	Safety								SEARCH CO	RNELL:	People
	NISK IVIAITage	intent and r	ublic	Janety							Total State		• rages	Peop
Key Mar	nagement	***TEST*	-⊁-⊁ Key I	Profiles										
programs	Locations	Roster		ents	Help									
My Keys														
Manage Key	15	First	Previ	ous		Disp	laying n	ows 1 th	rough 1	8 of 18		Hent	Last	
My Key Ring	3e	V Display I	Filter Form											
My Key Prot	files	Mfr	Kwy	Keyset	Keystamp	KCC	GM	м	SM	Chg	Instances	Secured	Actions	
Manage Key	y Groups	Sargent	AD	KA	KA	dp338	KA				12		🖙 👁 且	
Manage AK	CCs	Sargent	AD	KA1	KA1	dp338	КA			KA1	1		🖙 👁 <u>.</u>	
Manage Cus	tom	Sargent	AD	KA2	KA2	dp338	ĸа			KA2	2		🗫 👁 <u>.</u>	
Locations		Sargent	AD	КАА	КААА	dp338	KA	КАА			2		🖙 👁 <u>I</u>	
Manage Spe	cial Info	Sargent	AD	KAA1	KAA1A	dp338	ĸа	каа		KAA1	з		🗫 👁 <u>.</u>	
		Sargent	AD	KAA2		dp338	KА	каа		KAA2	0		🖙 👁 <u>.</u>	
		Sargent	AD	кааз		dp338	KА	каа		кааз	0		🗫 👁 <u>.</u>	
		Sargent	AD	KAA4		dp338	KA	каа		KAA4	0		🗫 👁 <u>.</u>	
		Sargent	AD	KAA5		dp338	KА	каа		KAA5	0		🖙 👁 <u>.</u>	
		Sargent	AD	КААб		dp338	KА	каа		КААб	0		🐤 👁 <u>.</u>	
		Sargent	AD	КАВ		dp338	ка	кав			0		🕞 👁 📘	

• The following screen will open:

The detail of the selected key profile, as well as the parent and any children profiles associated with the selected profile will be displayed.

Programs	Locations	Roster	Comments	Help				
My Keys								
Manage Keys		Current-I	Key Level: gr	andmaster				
My Key Rings		н	(ey Manufacture	r Sargent			~	
My Key Profile	5		Keywa	Y AD				
Manage Key G	roups		Bitting (	# 128946				
Manage AKCCs			Grand Maste	r KA				
Manage Custor	n		Maste Submaste					
Locations			Submaste Chang					
Manage Specia Information	al -		KeySe					
			кс	1.2	hillips			
								Return
		Key	Kwy	Keyset	GM	м	SM	Chg
		Current Ke	ey AD	КА	KA			
		Child Key	AD	KAA	КА	КАА		

#### > <u>To view information about a secure key profile:</u>

When you view My Key Profiles, the "Secured" column denotes keys that have been identified as secured. An emergency response or service KCC cannot make instances of secured keys.

V Display	Filter For	m									
Mfr	Kwy	Keyset	Keystamp	KCC	GM	М	SM	Chg	Instances	Secured	Actions
Sargent	CDH	J	J	km285	J				5		🕞 👁 <u>-</u>
Sargent	CDH	JA		km285	J	JA			0	Secured	🕞 👁 <u>-</u>
Sargent	CDH	JA		km285	J	JA	JAB		0	Ī	🗢 👁 <u>-</u>
Sargent	CDH	JA	JA	km285	J	JA	ЈАВ	JAB1	1		🕞 👁 <u>-</u>

#### > To assign access locations to key profiles:

Once key profiles have been entered into the KMS by the Lock Shop, associated access locations must be assigned to each profile. Both the Lock Shop and the KCC for a key profile have the ability to assign access locations; however, in practice the maintenance and management of this information is the responsibly of the KCC.

Access locations should be assigned at the lowest possible level in a profile. Parent keys inherit the access locations of their children keys. For example, if a change key opens room 100A in Facility X, then

the sub-master, master and grand-master (all parents of the key) will all open door 100A in Facility X. In this case, the access location of room 100A should be entered only once at the change key level.

- Go To "My Key Profiles"
- **Click** "Locations" icon **L** at the far right side of the table. This will take you to the locations screen.

	Cornell Unive			Colora								SEARCH CO		
	Risk Manage	ment and P	ublic	Safety							100	16	Pages	People
Key Mai	nagement	***TEST*	** Keyl	Profiles										
Programs	Locations	Roster	Comm	ents	Help									
My Keys														
Manage Ke	ys	First	Previ	ous		Disp	laying r	rows 1 th	rough 1	8 of 18		thent.	Last	
My Key Ring	gs	V Display F	Filter Form											
My Key Pro	files	Mfr	Kwy	Keyset	Keystamp	KCC	GM	Μ	SM	Chg	Instances	Secured	Actions	
Manage Ke	y Groups	Sargent	AD	KA	KA	dp338	KA				12		🖙 👁 <u>.</u>	
Manage AK	CCs	Sargent	AD	KA1	KA1	dp338	KA			KA1	1		🖙 👁 且	
Manage Cu	stom	Sargent	AD	KA2	KA2	dp338	KA			KA2	2		🐤 👁 <u>-</u>	
Locations		Sargent	AD	каа	КААА	dp338	KA	КАА			2		🖙 👁 <u>I</u>	
Manage Spe	ecial Info	Sargent	AD	KAA1	KAA1A	dp338	KA	каа		KAA1	з		🐤 👁 <u>-</u>	
		Sargent	AD	KAA2		dp338	ĸа	каа		KAA2	0		🐤 👁 <u>.</u>	
		Sargent	AD	кааз		dp338	KA	каа		кааз	0		🐤 👁 <u>.</u>	
		Sargent	AD	KAA4		dp338	ка	каа		KAA4	0		🖙 👁 📘	

- Enter the facility code or choose the facility from the drop-down list. If you begin to type the numerical sequence of the facility code the list will jump down to the appropriate subset of codes.
- Enter the room number or **choose** the room from the drop-down list. If you begin to type the alpha-numerical sequence of the room the list will jump down to the appropriate subset of rooms.
- Click "Add Location"

Manage Keys     Access       My Key Profiles     Access	*** Key Profile Access Location       Comments     Hell       new Location       Facility Code	0		-			Pages	• Pe
Programs     Locations     Roster       My Keys     Add a       Manage Keys     Add a       My Key Rings     Access       My Key Profiles     Access	Comments Hel	P	•••••		_	-		
My Keys     Add a       Manage Keys     Add a       My Key Rings     Access       My Key Profiles     Access	new Location Facility Code		<b></b>		_			
Manage Keys     Add a       My Key Rings     Access       My Key Profiles     Access R	Facility Code	Select Faci	<b> </b>					
Manage Keys     Access       My Key Profiles     Access	Facility Code	Select Faci						
My Key Profiles Acces R	[	Select Faci						
Hy key Profiles			ility		······	•		
			_					
Manage Key Groups		Select Rooi	m 💌 🔫	-				
Manage AKCCs Add Lo	ocation Cancel							
Manage Custom Locations Show Key	Information							
Manage Special Info								
Key	Key Set Facility	Room	Special Information	Actions				
The curre	nt key has no parents v	vith location	ns set					
Current K	ey KA 2921	220G	Edit Info	Delete				
Current K	ey KA 4007	101	Create Info	Delete				
The curre	nt key has no children	with locatio	ns set					

- > To delete access locations from key profiles:
  - **Go To** "My Key Profiles"
  - **Click** "Locations" icon **L** at the far right side of the table. This will take you to the locations screen.

	Cornell Univ											SEARCH CO	RNELL:	
I I	Risk Manage	ement and P	ublic S	Safety									Pages	People
Key Mai	nagement	***TEST*	** Keyl	Profiles										
programs	Locations	Roster	Comm	ents	Help									
My Keys														
Manage Key	ys	First	Previ	ous		Disp	laying n	ows 1 th	rough 1	8 of 18		Nent	Last	
My Key Ring	gs	V Display F	Filter Form											
My Key Pro	files	Mfr	Kwy	Keyset	Keystamp	KCC	GM	м	SM	Chg	Instances	Secured	Actions	
Manage Key	y Groups	Sargent	AD	KA	KA	dp338	KA				12		🐤 👁 且	
Manage AK	CCs	Sargent	AD	KA1	KA1	dp338	KA			KA1	1		🖙 👁 且	
Manage Cus	tom	Sargent	AD	KA2	KA2	dp338	KA			KA2	2		🐤 👁 <u>I</u>	
Locations		Sargent	AD	КАА	КААА	dp338	KA	каа			2		🖙 👁 <u>I</u>	
Manage Spe	ecial Info	Sargent	AD	KAA1	KAA1A	dp338	KA	КАА		KAA1	з		🖙 👁 <u>I</u>	
		Sargent	AD	KAA2		dp338	KA	КАА		KAA2	0		🐤 👁 <u>I</u>	
		Sargent	AD	КААЗ		dp338	KA	КАА		КААЗ	0		🐤 👁 <u>I</u>	
		Sargent	AD	KAA4		dp338	KA	каа		KAA4	0		🐤 👁 <u>.</u>	
		Sargent	AD	KAA5		dp338	KА	каа		кааб	0		🖙 👁 <u>.</u>	
		Sargent	AD	КААб		dp338	KA	КАА		КААб	0		🐤 👁 <u>I</u>	
		Sargent	AD	КАВ		dp338	ка	КАВ			0		🗫 👁 🗖	

- **Refer** to "Current Key" in the "Key Information" area at the top of the screen.
- **Click** "Delete" for the location you wish to remove.

Cornell Univ	ersity						21-210-2	SEARCH	CORNELL:	- 61
Risk Manage	ement and Pul	olic Safet	y				WORK!	Salard U	Pages	Peop
Key Management	***TEST**	H Key Profile A	ccess Location M	danagement						
Programs Locations	Roster C	omments	Help							
My Keys										
Manage Keys	Add a n	ew Locati	on							
My Key Rings	Access Fa	cility Code		elect Faci	li+		V			
My Key Profiles	Acces Roo	m			iity					
Manage Key Groups			S	elect Roor	m 💌					
Manage AKCCs	Add Loc	ation Ca	ncel							
Manage Custom Locations	Show Key In	formation								
Manage Special Info										
	Key	Key Set	Facility	Room	Special Information	Actions				
	The current	key has no	parents wit	th location	is set					
	Current Key	ка	2921	220G	Edit Info	Delete				
	Current Key	KA	4007	101	Create Info	Delete				
	The current	key has no	children wi	th locatio	ns set					

From this screen you can also see the access locations already assigned to this key, any children keys of the current key, and the parent keys of the current key.

#### > To identify access locations with special information:

From the same locations screen, you can also edit special information associated with the access locations for the current key or other keys in the profile. For example, a room with highly hazardous materials in it may require that a specific person approve any keys issued for that room.

- Go To "My Key Profiles"
- **Click** "Locations" icon **I** at the far right side of the table. This will take you to the locations screen.

	Cornell Univ	ersity										SEARCH CO	RNELL:	
	Risk Manage		ublic	Safety									Pages	Peop
Key Mar	nagement	***TEST*	-X-X Key	Profiles										
programs	Locations	Roster	Comm	ents	Help									
My Keys														
Manage Key	/s	First	Previ	ous		Disp	laying r	ows 1 th	nrough 1	8 of 18		Hent	Last	
My Key Ring	js	🔽 Display	Filter Form	<u>i</u>										
My Key Prot	files	Mfr	Kwy	Keyset	Keystamp	KCC	GM	м	SM	Chg	Instances	Secured	Actions	
Manage Key	y Groups	Sargent	AD	KA	КА	dp338	KA				12		••• • 🖪	
Manage AK	CCs	Sargent	AD	KA1	KA1	dp338	KA			KA1	1		🖙 👁 且	
Manage Cus	tom	Sargent	AD	KA2	KA2	dp338	KA			KA2	2		<u>ه</u> ک	
Locations		Sargent	AD	КАА	КААА	dp338	KА	КАА			2		🖙 👁 且	
Manage Spe	ecial Info	Sargent	AD	KAA1	KAAIA	dp338	KA	КАА		KAA1	з		🐤 👁 且	
		Sargent	AD	KAA2		dp338	KA	КАА		KAA2	0		🖙 👁 且	
		Sargent	AD	КААЗ		dp338	KA	КАА		КААЗ	0		🐤 👁 且	
		Sargent	AD	KAA4		dp338	KA	КАА		KAA4	0		e- 👁 且	
		Sargent	AD	KAA5		dp338	KА	КАА		КАА5	0		۰ ک 🗢	
		Sargent	AD	KAA6		dp338	KA	КАА		КААб	0		🐤 👁 且	
		Sargent	AD	КАВ		dp338	KA	КАВ			0		🐤 👁 <u>-</u>	

• After you have entered an access location for a key (the step above), click "Create Info"

Cornell Unive	ersity	SEARCH CORNELL:
Risk Manager	ement and Public Safety	Pages      Peop
Key Management	***TEST*** Key Profile Access Location Management	
Programs Locations	Roster Comments Help	
My Keys		
Manage Keys	Add a new Location	
My Key Rings	Access Facility Code	
My Key Profiles	Acces Room	
Manage Key Groups	Select Room 💌	
Manage AKCCs	Add Location Cancel	
Manage Custom Locations	Show Key Information	
Manage Special Info		
	Key Key-Set Facility Room Special Actions	
	The current key has no parents with locations set	
	Current Key KA 2921 220G Edit Info Delete	
	Current Key KA 4007 101 Create Info Delete	
	The current key has no children with locations set	

- Enter the netid of the approver for access to this space.
- Enter any notes that describe the special information.
- Click "Create New"

Cornell Universi	ty		SEARCH CORNELL:	
Risk Manageme	nt and Public Safety	7		jes 🔵 Peo
Key Management ***	TEST*** Manage Special	Information		
Programs Locations R	oster Comments	Help		
My Keys				
Manage Keys	Facility	4007		
My Key Rings	Room	CAMPUS STORE WHSE [4007]		
My Key Profiles		101		
Manage Key Groups				
Manage AKCCs	Approver"s NetID	Find User		
Manage Custom Locations	Special Instructions			
Manage Special Info				
		0/250		
-	Create New Cance			

#### > To create a key instance:

✓ To have a new physical key instance made, first complete the University Key Order Form available at <u>www.rmps.cornell.edu/keysinfo</u>. Follow the instructions on the form for approval by the KCC and the Cornell University Police.

Follow the steps in this section to enter your existing physical key instances into the KMS or to enter new keys instances into the KMS. If your existing key information is available in a database or spreadsheet, it may be easier to import your information into the KMS. See Appendix C – Importing Key Instance Information into the KMS for more information.

- **Go To** "My Key Profile".
- Click "Make Instance" icon 🔛 on the row of the appropriate key profile.

Â	Cornell Unive	rsity										SEARCH CO	RNELL	
Ę	Risk Manager	ment and P	ublic S	Safety									Pages	•
Ke	ey Management *	***TEST*	** Key I	Profiles										
Pro	grams Locations	Roster	Comm	ents	Help									
M	y Keys													
м	anage Keys	First	Previ	ous		Disp	laying r	ows 1 th	nrough 1	8 of 18		Nent	Last	
M	y Key Rings	V Display F	ilter Form										1	
M	y Key Profiles	Mfr	Kwy	Keyset	Keystamp	KCC	GM	М	SM	Chg	Instances	Secured	Actions	
м	anage Key Groups	Sargent	AD	KA	KA	dp338	KA				12		<u>ب</u>	
м	anage AKCCs	Sargent	AD	KA1	KA1	dp338	КA			KA1	1		<u>ب</u> ک ج	
	anage Custom	Sargent	AD	KA2	KA2	dp338	KA			KA2	2		🐤 👁 <u> </u>	
	cations	Sargent	AD	КАА	КААА	dp338	KA	КАА			2		<u>ب</u> ک	
Ma	anage Special Info	Sargent	AD	KAA1	KAA1A	dp338	KA	КАА		KAA1	з		<u>ب</u>	
		Sargent	AD	KAA2		dp338	КA	КАА		KAA2	0		<u>ب</u>	
		Sargent	AD	КААЗ		dp338	KA	КАА		КААЗ	0		🐤 👁 <u>-</u>	
		Sargent	AD	KAA4		dp338	KA	КАА		KAA4	0		🗫 👁 <u>.</u>	

This will take you to the key instance screen for further details.

#### Key Instance Screen

- **Input** the Key Sequence. This should be a unique value and should be stamped on the key for identification purposes.
- **Choose** the Key Group that this key should belong to from drop down field. (You must first establish Key Groups. See Manage Key Groups for more information.)
- **Choose** a Key Ring, if appropriate, from the drop down field. (You must first create Key Rings. See

- Manage Keys for more information.)
- Enter any appropriate notes in the text box. For example, you may want to note why you've created this instance.
- At this point you must either assign the key to a key holder or put the key in storage.

My Keys	Show Key Profile
Manage Keys	Save Cancel
My Key Rings	
My Key Profiles	Key Instance Info
Manage Key Groups	Key Cut 13
	Key Sequence
Manage AKCCs	Keyset KA
Manage Custom Locations	Key Stamp KA
	Key Group Select Key Group 💌
Manage Special Info	Key RingSelect a Key Ring
	Notes
	0/1000
	Key Assignment Info
	Assign to Find User
	Due Date
	Assignee is a Responsible 🔄 Party?
	Key Storage Info
	Facility
	Select Facility
	Room
	Custom Location M
	Cabinet
	Drawer
	Hook
	Save Cancel

- To assign a new key instance to an individual: In the section Key Assignment Information:
  - Input the individual's Netid in text box or click <u>Find User</u>.
  - Enter the due date or click to display a calendar and select the date that the key needs to be returned by. This field is optional.
  - Enter notes as appropriate. For example, you may want to note why this key has been issued or based on whose request.
  - Check the appropriate box if the key is being assigned to a Responsible Party. (See

Definitions for more information about Responsible Parties.)

Key Assignment Info		
Assign to	Find User	
Due Date		
Assignee is a Responsible Party?		

• **Click "**Save" at the bottom of the page.

**Note:** If you are going to issue a newly cut key, it is highly recommended that you first place the key in storage and then assign the key. The system remembers the last storage location of an assigned key which is returned to storage, thus creating a storage location prior to issuance will save you a step when it is returned.

To place a new key instance in storage: In the section Key Storage Information:

Key Storage Info	
Facility	
	Select Facility
Room	
	Select Room 💌 ←
Custom Location	Select a Custom Location 💌
Cabinet	<b>←</b>
Drawer	
Hook	
	Save Cancel

- **Choose** the facility by facility code or use the drop down menu
- **Choose** the room within the facility from the drop down options

or

- **Choose** a *Custom Location* from drop down options (Note: custom locations must be established before using this option. See
- Manage Custom Storage Locations on page 59 for more information.)
- Identify the cabinet or drawer and hook
- Click "Save".

**Note:** If you are going to store a broken key until you send it to the Lock Shop, you will need to identify where the key is being stored. If you use a special storage location for broken keys you could create a Custom Location in

Manage Custom Storage Locations on page 59.

#### > To duplicate a key instance:

You can duplicate an existing key instance if you have multiple copies of the same key instance.

- **Go To** "Manage Keys".
- **Click**  $\stackrel{\square}{=}$  to duplicate the key. This will open the Key Instance Info window prepopulated with the same information as the key you chose to duplicate.

Cornell Univ	ersity					SEARCH CORI	NELL:	
Risk Manage	ement and Public Sat	fety					Pages	• Pe
Key Management	***TEST*** Key Man	ager						
Programs Locations	Roster Comment	ts Help						
My Keys								
Manage Keys	Assign Place	In Storage 🛛 🗌	ssue to Resp. Party	Lost/Stolen	Broken			
My Key Rings								
My Key Profiles	View keys by locatio	n: All Facil	ities		~			
Manage Key Groups								
Manage AKCCs	First Previous		Displaying r	ows 1 through 20 of	23 Next	Last		
Manage Custom Locations	V Display Filter Form	Create Key Ring	Add To Key	Ring KeyInstance In	iquiry Page		1	
Manage Special Info	Key Group	Keystamp	KeySeq # S	tatus	Issuance	Due Date	Actions	
	Test Group A	c	00 As	signed	Daneen Phillips	4/30/09		
	Test Group B	CCC101	23 In	Storage	A:B:C		/ 	
	Test Group B	012	24 In	Storage	A:B:C		/ <b>6</b>	
	dp Key Ring Test	КААА	1 In	Storage	1 : : A		/ 1	
	dp Key Ring Test	КААА	2 As	signed	Daneen Phillips		/ 	
	dp Key Ring Test	KAAIA	1 As	signed	Daneen Phillips		/ 1	

• **Update** the Key Sequence to reflect the new key. If you have more than one key with the same Key Sequence, the system will provide you with a warning that the key is a duplicate.

**Note:** Per Policy 8.4, keys must be uniquely marked to facilitate the tracking of individual key instances. Because duplicate keys currently exist on campus, the KMS allows this functionality. It is strongly suggested that, if possible, you update sequence numbers as you enter keys into the KMS and stamp the keys with the new sequence numbers.

Key Instance Info	
Key Cut	3
Key Sequence	2
This is a duplicate Key	
Allow Duplicate Key	This creates a policy and audit violation and will be logged.
Keyset	ABCD
Key Stamp	ABCD
Key Group	Group 1
Key Ring	Select a Key Ring
Notes	
	0/1000

• **Complete** the Key Assignment Info or Key Storage Info as indicated above.

#### > To edit key instances:

You can edit key instance data during the creation process in order to correct data entry errors. (All edit changes will be tracked in the log.)

- Go To "Manage Keys".
- Choose the key; by clicking checkbox
- Click "Edit" icon 📝

Cornell Univ	ersity		<i>.</i> .					SEARCH COR		
Risk Manage	ement a	and Public Sa	fety						Pages	l
Key Management	***TI	EST*** Key Mar	lager							
Programs Locations	Roste	er Commen	ts Help							
My Keys										
Manage Keys		Assign Place	In Storage	ssue to Resp.	Party Lost/Stoler	Broken				
My Key Rings										
My Key Profiles	~	'iew keys by locati	on: All Faci	ities		~				
Manage Key Groups										
Manage AKCCs		irst Previous		Dicolau	ing rows 1 through 2	0.05.22	Next	Last		
Manage Custom		interious		Display	ing rows I chrough 2	0 01 2 3	Iteac	Last		
Locations	Y	Display Filter Form	Create Key Rin	Add To	Key Ring KeyInsta	nce Inquiry Page			1	
Manage Special Info		Key Group	Keystamp	KeySeq #	Status	Issuance		Due Date	Actions	
	<b></b> (	Test Group A	c	00	Assigned	Daneen Phillips		4/30/09	l d'	
		Test Group B	CCC101	23	In Storage	A:B:C			/ 17	
		Test Group B	012	24	In Storage	A:B:C			/ d² 	
		dp Key Ring Test	КААА	1	In Storage	1 : : A				
	C	dp Key Ring Test	КААА	2	Assigned	Daneen Phillips			/ 1	
	C	dp Key Ring Test	KAAIA	1	Assigned	Daneen Phillips			/ <b>1</b>	

The following screen will open:

From this screen you can edit the following information: Key Sequence, Key Stamp, Key Group, Key Ring and/or add any notes.

**Edit** the appropriate information.

• Click "Save".

Key Instance Info	
Key Cut	18
Key Sequence	23
Keyset	CCC101
Key Stamp	CCC101 -
Key Group	Test Group B 💌
Key Ring	Select a Key Ring 💌
Notes	
	0/1000
	Save

#### **Create Your Key Management Organizational Structure**

Each KCC can have multiple Associate Key Control Coordinators (AKCCs) that manage groups of keys for the KCC. AKCCs may be organized by department or facility or any combination that makes sense for the unit. As you think about the most appropriate structure for your organization, please bear in mind: Each AKCC may manage more than one key group, and each key group can be managed by multiple AKCC; however, each key can be assigned to one and only one key group.



#### Manage AKCCs

- To add Associate Key Control Coordinators for your college/unit: (See definition for AKCC role)
  - **Go To "**Manage AKCCs".
  - If the AKCC has already been entered in the KMS, **choose** the AKCC from *Select from Dropdown*.
  - **Click** "Add New AKCC".

Cornell Univer Risk Managem	sity nent and Public Safety				SEARCH CORNI	ELL: Pages  I	Per
Key Management *	**TEST*** AKCC Management						
Programs Locations	Roster Comments H	elp					
My Keys							
Manage Keys	Select AKCC to Add	Select an AKCC to a	Id [90]	_			
My Key Rings	Enter Netid	Find User	Ja 💌				
My Key Profiles	Add New AKCC cancel	]					
Manage AKCCs	Ť						
Manage Custom	AKCC Name	KCC Name	Status	Actions			
Locations	Daneen Phillips	Daneen Phillips	Active				
Manage Special Info	Margaret Elizabeth Matta	Daneen Phillips	Active	Delete			
	Mark G. Fowler	Daneen Phillips	Active	Delete			
To add a new A	AKCC to the KMS:						

- Enter the person's Netid
- Click "Add New AKCC".

Programs Locations		Help			
My Keys					
Manage Keys	Select AKCC to Add			_	
My Key Rings	Select from Dropdown Enter Netid	Bob Wigden Find User	<b>v</b>	-	
My Key Profiles		<b></b>			
Manage Key Groups	Add New AKCC cancel				
Manage AKCCs	1				
Manage Custom	AKCC Name	KCC Name		Actions	
Locations	Daneen Phillips	Daneen Phillips	Active		
Manage Special Info	Margaret Elizabeth Matta	Daneen Phillips	Active	Delete	
	Mark G. Fowler	Daneen Phillips	Active	Delete	

If you need assistance finding a user:

- Select the <u>Find User</u> field.
- ✓ **Enter** the appropriate information (last name, first name)
- ✓ Click "Find".

ISCAF ind Us	erMain Page - Mozilla Firefox	
https://cft-rmp	os.coldfusion.cornell.edu/common/widgets/findUser/ISCAFindUserMain.cfm?formname==	addAkccForm&netid 🏠
User Search		
	swith	←
Affiliation: An Stu Sta Ac Alu	Jdent	
Verify A User		
	Find Cancel	

• **Click "Select"** on the right of the person's name This will add the person to the list of authorized AKCCs for your college/unit.

🖲 ISCA I	Find User Ad	tion - M	ozilla Firefox		
https:	://cft-rmps.coldfus	ion.cornell.ec	lu/common/widgets/findUser/ISC/	AFindUserAction	cfm
User S	Search			4 9	
Search R 1 - 1 of	Results 1 records		Department		
E E	Bob Wigden	bw19	VP Rskmngmt and PubSaft	staff	select

- > To remove an AKCC as authorized for your college/unit:
  - Go To "Manage AKCCs".

Programs		Roster		Help				
My Keys								
Manage Key	5		Select AKCC to Add					
My Key Ring	5		:t from Dropdown r Netid	Bob Wig	iden Find User	¥		
My Key Prof	iles							
Manage Key	Groups	Ad	d New AKCC   ca	ncel				
Manage AK(	Cs		-					
Manage Cust	tom	AKCC	Name	K	CC Name		Actions	
Locations	Locations		n Phillips	Da	neen Phillips	Active		
Manage Spe	cial Info	Marga	ret Elizabeth Matta	Da	neen Phillips	Active	Delete 🔺	
		Mark 🤇	3. Fowler	Da	neen Phillips	Active	Delete	

- **Click** "Delete" to the right of the person to be removed.
- **Click** "OK". Note that deleting an AKCC will remove that person from your key groups. If necessary, remember to assign a new AKCC(s) to those key groups.

My Keys	
Manage Keys	Select AKCC to Add
My Key Rings	Select from Dropdown Select an AKCC to add 💌 Enter Netid Find User
My Key Profiles	
Manage Key Groups	Add New AKCC
Manage A The page at https://cft-rmps.coldfusion.cornell.edu	
Manage C Deleting an AKCC will also delete him/her from all your Key Groups. Continue?	
Manage S Informati	OK Cancel
	Mark G. Fowler Daneen Phillips Active Delete
## **Organize Your Keys**

Once your profiles are established in the KMS with access locations and you've created your key management organizational structure, you should organize your keys in the KMS. KCCs organize keys into key groups. These groups may be by department or building or any grouping that makes sense to your organization. You can assign a Key Group to one or more AKCC to manage. All AKCCs with permission to manage a Key Group will see all of the keys in that group. However, each key can be assigned to one and only one Key Group.



Note in the example above, both AKCC1 and AKCC2 can manage keys for Facility B because they have both been given access to that key group.

## Manage Key Groups

- > <u>To view key groups:</u>
  - **Go To "**Manage Key Groups".

## > <u>To create a key group:</u>

- **Go To** "Manage Key Groups".
- Enter the Group Name in text field.
- Click "Save".

My Keys		
Manage Keys	Create A Group	
My Key Rings	Enter a Group Name	
My Key Profiles		
Manage Key Groups		Save Cancel
Manage AKCCs	Your Existing Keygroups	
Manage Custom	Key Group Name	KCC Action
Locations	dp Key Ring Test	dp338 <u>Edit</u>
Manage Special Information	dp test group	dp338 Edit
	Test Group A	dp338 Edit
	Test Group B	dp338 Edit
	Test Group C	dp338 Edit

# > <u>To rename a key group:</u>

- **Go To "**Manage Key Groups".
- Click "Edit".

My Keys			
Manage Keys	Create A Group		
My Key Rings	Enter a Group Name		
My Key Profiles			
Manage Key Groups		Save	Cancel
Manage AKCCs	Your Existing Keygroups		
Manage Custom	Key Group Name	ксс	Action
Locations	dp Key Ring Test	dp338	Edit
Manage Special Information	dp test group	dp338	Edit
	Test Group A	dp338	Edit
	Test Group B	dp338	Edit
	Test Group C	dp338	Edit

- Edit the key group name in the text box
- Click "Update".

		Update Cancel
Available A Mark G. Fowler	Action <<  <	Currently Assigned Daneen Phillips Margaret Elizabeth Matta

## > To authorize an AKCC for one or more key groups:

- Go To "Manage Key Groups".
- **Click** "Edit" next to the Key Group you wish to modify.

My Keys			
Manage Keys	Create A Group		
My Key Rings	Enter a Group Name		
My Key Profiles			
Manage Key Groups		Save	Cancel
Manage AKCCs	Your Existing Keygroups		
Manage Custom	Key Group Name	ксс	Action
Locations	dp Key Ring Test	dp338	Edit ┥
Manage Special Information	dp test group	dp338	Edit
	Test Group A	dp338	Edit
	Test Group B	dp338	Edit
	Test Group C	dp338	Edit

The following screen will open:

- From the list of Available AKCCs, **highlight** the name of the AKCC you wish to add to the group and **click** the right arrow to move name to Currently Assigned.
- Click "Update".

Key Mar	nagement	***TEST	Key Group Mar	agement				
orogram <del>s</del>	Locations	Roster	Comments	Help				
My Keys								
Manage Key	15	KeyG	roup	dp Key	ling Test			
My Key Ring	IS		date Cancel					
My Key Prof	files							
Manage Key	Groups	Availa	ble	Ad		Currently Assigned		
Manage AK	CCs	Bob W Mark	ligden G. Fowler		>>>	Daneen Phillips Margaret Elizabeth Matta		
Manage Cus Locations	tom				$\rightarrow$	- 1		
Manage Spe	cial Info				<<			

- > To remove authorization for an AKCC for one or more key groups:
  - **Go To** "Manage Key Groups".
  - **Click** "Edit" next to the Key Group you wish to modify.

Cornell Unive Risk Manager	rsity nent and Public Safety			SEARCH CORNELL:	People
Key Management *	***TEST*** Key Group Management				
Programs Locations	Roster Comments Help				
My Keys					
Manage Keys	Create A Group				
My Key Rings	Enter a Group Name				
My Key Profiles					
Manage Key Groups	Save Cancel				
Manage AKCCs	Your Existing Keygroups				
Manage Custom	Key Group Name	KCC	Action		
Locations	dp Key Ring Test	dp338	Edit 🔶		
Manage Special Info	dp test group	dp338	Edit		
	Test Group A	dp338	Edit		
	Test Group B	dp338	Edit		
	Test Group C	dp338	Edit		

The following screen will open:

- From the list of Currently Assigned AKCCs, **highlight** the name of the person you wish to remove and **click** the left arrow to move name to Available
- Click "Update".

Cornell Univ Risk Manage	ersity ement and	l Public Safety	,	==//	A	SEARCH CORNELL:	• Реор
Key Management	***TES	T*** Key Group Man	agement				
Programs Locations	Roster	Comments	Help				
My Keys							
Manage Keys	Key	Group	dp Key Ring Test				
My Key Rings		pdate Cancel					
My Key Profiles							
Manage Key Groups	Avai	lable	Action	Currently Assigned			
Manage AKCCs		Wigden « G. Fowler	>>>	Daneen Phillips Margaret Elizabeth Matta			
Manage Custom Locations			→ <	1			
Manage Special Info							

#### To remove a key groups:

A key group cannot be deleted; however it can be renamed to be another key group. As part of this process, keys that shouldn't be part of the new key group should be reassigned.

- Click "Manage Keys" and reassign keys as appropriate. (See on Manage Keys on page 52.)
- Filter for the Key Group you are interested in removing.
- **Click** "Edit" and assign each key in the group to another key group
- **Click** "Manage Key Groups".
- **Click** "Edit" beside the key group you wish to remove.
- **Remove** all AKCCs from the currently assigned list for the key group.
- If appropriate, you can change the key group name either to something temporary, or to another key group you would like to use.

## <u>My Keys</u>

This screen allows you to view keys, assign keys, place keys in storage, issue keys to a responsible party, or identify as lost/stolen or broken.

Risk Manage			686 B			1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 - 1995 -	aller i se		1000	(1.82776E)			
Key Management	***TES	T <sup>XXX</sup> My Ke											
rograms Locations	Roster	Comme	nts Help										
My Keys													
Manage Keys	As	sign Plac	e In Storage Issue to Re	esp. Party	st/Stolen Broke	n							
My Key Rings													
My Key Profiles	First	Previou	e Dis	playing rows 1 t	hrough 15 of 15	4	lent La	est					
Manage Key Groups	-												
Manage AKCCs	Y <u>Disp</u>	lay Filter Form	Facility Name	Room	KeyRing	Keystamp	Key5eq	Notes	Special	Status	Issuance	Due Date	
Manage Custom			Facility Name EHOB	<u>Room</u> 220G	KeyRing Test Key Ring #1		KeySeq 23	Notes	Special	Status In Storage	Issuance A : B : C	Due Date	Actions
Manage Custom Locations		Facil										Due Date 04/30/09	
Manage Custom Locations		Fact 0 2921 2921 3010B	ЕНОВ	220G Master		CCC101	23		Φ	In Storage	A : B : C		/ 0 🛙
Manage AKEEs Manage Custom Locations Manage Special Info		Fact 2921 2921 3010B 2921 4007	EHOB EHOB,MAPLE 118-126	220G Master Grand Master		CCC101 C	23	broken - sent to Marie / Lock Shop to destroy f	Ф Ф	In Storage Assigned	A : B : C Daneen Phillips Marie Ellen Balander		/ ð 1 / ð 1

> To view keys within your unit:

Use this screen to view keys by facility.

Go To "My Keys" •

To view a specific item in ascending / descending order; Click the item and an arrow will



# > To view an activity log :

- Go To "My Keys"
- Click "View Log" icon

		Public S			0.00	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	a and a state of the						
Key Management	***TEST	Ny Ke	3										
Programs Locations	Roster	Comme	nts Help										
My Keys													
Manage Keys	Ass	ign Plac	e In Storage ] Issue to Re	esp. Party	ost/Stolen Broke	n							
My Key Rings													
My Key Profiles	First	Previou	<del>s</del> Dis	playing rows 1 t	hrough 15 of 15	4	lent L	ist					
Manage Key Groups													
	$\nabla$												
Manage AKCCs		Facil	Facility Name	Room	KeyRing	Keystamp	Key5eq	Notes	Special	Satus	Issuance	Due Date	
Manage AKCCs Manage Custom Locations		Facil	Facility Name	Room 220G	KeyRing Test Key Ring #1		Key5eg 23		Special O	Sietus In Storage	Issuance A : B : C	Due Date	Actors
Manage Custom	2	Faci <b>\$</b> 2921										Due Date 04/30/09	
Manage Custom Locations	2	Faci	ЕНОВ	220G Master		CCC101	23		Ф	In Storage	A:B:C		/ 🗗 🛛
Manage Custom Locations	2 2 2 2 2	Fact 0 2921 921 3010B	EHOB EHOB,MAPLE 118-126	220G Master Grand Master		ccc101	23 00	broken - sent to Marie / Lock Shop to destroy f	Ф Ф	In Storage Assigned	A : B : C Daneen Phillips Marie Ellen Balander		/ ð 0 / ð 0

## This provides the complete transaction history for a specific key, see page display below.

Cornell University Risk Management	and Public Safety	SEARCH CORNELL: go O Pages O People more options
Key Management ***T	EST Lag View	
Programs Locations Rost	er Comments Help	
Date NetID 04/17/2009 02:55 PM dp338	Log Entry Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID: ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STOR 4938 ', DUE_DATE=' 04/30/2009', STORAGE_CABINET=', STORAGE_DR/ STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION_ID='', NOTES='')	AGE_CUSTOM_LOCATION_ID= '', NOTES='') TO(RECIPIENT_NETID='
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STOR dp338', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER='', STO STORAGE_CUSTOM_LOCATION_ID= '', NOTES='')	AGE_CUSTOM_LOCATION_ID= '', NOTES='') TO(RECIPIENT_NETID='
01/12/2009 10:50 AM lec37	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID: STORAGE_DRAWER=' &', STORAGE_FACIL_CD=' 2921 ', STORAGE_HOOK= ', NOTES='') TO(RECIPIENT_NETID=' lec37 ', DUE_DATE='', STORAGE_CA STORAGE_HOOK='', STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION	'C', STORAGE_ROOM=' 220G', STORAGE_CUSTOM_LOCATION_ID= ' BINET='', STORAGE_DRAWER='', STORAGE_FACIL_CD='',
01/06/2009 07:47 PM lec37	New Key added	

## ► <u>To filter the view:</u>

- Click To display filter form. This will open drop down options which allow you to search by such things as: *facility, key ring, due date, etc.*
- **Click** on the item you wish to filter (this will highlight the item).
- Click "Filter".

Cornell Universit Risk Managemer	ty nt and Pi	ublic Safet	у						SEARCH CO	DRNELL: Pages Pages Paciple !	go more options		
Key Management ***?	FEST**	My Keys											
Programs Locations Ro	ster (	Comments	Help										
My Keys													
Manage Keys	Assig	n Place In	Storage Issue to R	esp. Party	Lost/Stolen Broke	n							
My Key Rings													
My Key Profiles	Since .	Residue	D	splaying rows 1 th	hrough 15 of 15	Ainst	Last						
Manage Key Groups	🗑 <u>Hide Filte</u>												
Manage AKCCs	• Fide File	Facili	Facility Name	Room	KeyRing	Keystand	KeySeq	Notes	Special	Status	Issuance	Due Date	
Manage Custom Locations	Filter		All AGWY RES DOGS	All	All Test Key Ring #1					All Assigned	All Recipients		
Manage Special Info			CAMP STR WHSE EHOB MAPLE 118-126	220G G66 G70	V Not Key King #1	C CCC101 KA	1 1a 2			Broken In Storage Issued to Resp. Party	Allen J Bova Bob Wigden Daneen Phillips		
			EHÖB	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		/ 🗗 🗉
		2921 3010B	EHOB, MAPLE 118-126	Master		c	00		Ф	Assigned	Daneen Phillips	04/30/09	/ 🗗 🗉
			EHOB, CAMP STR WHSE	<u>Grand Master</u>		KA	1	broken - sent to Marie / Lock Shop to destroy f	Φ	Broken	Marie Ellen Balander		@ ( <mark>)</mark> []
			EHOB, CAMP STR WHSE			KA	2		Φ	Issued to Resp. Party	Paula Hope Grantier	06/30/09	/ 0 🗉
			EHOB, CAMP STR WHSE	Grand Master		KA	3		Φ	Assigned	Margaret Elizabeth Matta		/ 0 🗉

- > To assign a key to a key holder:
  - Go To "My Keys"
  - **Choose** the key to assign by clicking in the checkbox on the left.
  - **Click** "Assign". You will be prompted to fill in key assignment information.

Cornell Unive Risk Manager	rsity ment and	Public S	afety				SEARC	H CORNELL:	Pages 🌔 I	go People <u>more options</u>			
Key Management	***TEST	P*** My Ke	12										
programs Locations	Roster	Comme	nts Help										
My Keys		7											
Manage Keys	Ass	sign Plac	e In Storage Issue to R	esp. Party	ost/Stolen Broke	m							
My Key Rings													
My Key Profiles	First	Previou	<del>s</del> Dis	playing rows 1 t	hrough 15 of 15	4	lent Li	ist					
Manage Key Groups													
Manage AKCCs		ay Filter Form	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes		Status	Issuance	Due Date	
Manage Custom		2921	ЕНОВ	220G	Test Key Ring #1		23		Φ	In Storage	A:B:C		000
Locations									T		111 - 11 - 1		
	2 🗋 🔶	2921 3010B	EHOB,MAPLE 118-126	Master		C	00		Ŷ	Assigned	Daneen Phillips	04/30/09	
Locations Manage Special Info			EHOB,MAPLE 118-126			С КА	1	broken - sent to Marie / Lock Shop to destroy f	Ф Ф	Assigned Broken	(10.701.70)	04/30/09	/ 0 🛙
		2921 4007		Grand Master				sent to Marie / Lock Shop to	Ф Ф	Broken	Daneen Phillips	04/30/09	/ 0 1 / 0 1 • 0 1 / 0 1

- Enter the Net ID or use the Find User option
- **Enter** the Due date. You would use this to assign the date that the key must be returned or audited.
  - **Click I** to display calendar, select date
- Notes: briefly describe the purpose for the key being assigned
- Click "Assign".

Program <del>s</del>	Locations	Ro	ster	Comments	Help					
My Keys										
Manage Ke	ys		Valid	Key Group	Keystamp	Keyset	KeySeq		Special Info	Issuance
My Key Rin			valid	Test Group A	с	с	00	Assigned	Φ	Daneen Phillips
Ply Key Kin	y>									
My Key Pro	files		Key	Assignment I	info 🔶					
Manage Ke	y Groups		Assiç	jn to		Find User	-			
Manage AK	CCs		Due [	Date				-		
Manage Cu: Locations	stom	-	Note	5						
Manage Spe	ecial Info									
					0/1000	)				
			Ass	ign Cancel						
			1							

- > To place a key in storage:
  - Go To "My Keys"
  - **Choose** the key to place in storage by clicking in the checkbox on the left.
  - Click "Place in Storage".

Risk Manage	ement and	d Public S	afety		-56			•	Pages 🜔	People more options			
Key Management	***TES	T**** My Er	γa										
Programs Locations	Roster	Comme	ents Help										
My Keys			1										
Manage Keys	A	ssign Plac	ce In Storage Issue to Re	esp. Party	ost/Stolen Broke	n							
My Key Rings													
My Key Profiles	First	Previou	<del>15</del> Dis	playing rows 1 1	hrough 15 of 15	4	lent L	əst					
Hy Key Promes													
CONTRACTOR CONTRACTOR ACCOUNTS													
Manage Key Groups		play Filter Form											
Manage Key Groups Manage AKCCs		play Filter Form Faci	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Siatus	Issuence	Due Date	
Manage AKCCs Manage Custom			Facility Name EHOB	Room 2206	KeyRing Test Key Ring #1		KeySeq 23	Notes	Special	Status In Storage	Issuance A : B : C	Due Date	
Manage AKCCs Manage Custom Locations	7 <u>Ds</u>	Fac.			- Construction			Notes				Due Date 04/30/09	10
Manage AKCCs Manage Custom		Facil 2921 2921 3010B	ЕНОВ	220G Master	- Construction	CCC101	23	broken - sent to Marie / Lock Shop to	Ф	In Storage	A : B : C		/ d
Manage AKCCs Manage Custom Locations		Fact <b>\$</b> 2921 <b>2921 3010B</b> 2921 4007	EHOB EHOB,MAPLE 118-126	2206 Master Grand Master	- Construction	CCC101 C	23	broken - sent to Marie / Lock Shop		In Storage Assigned Broken	A : B : C Daneen Phillips		/ ₫ / ₫ ● ₫

- Choose the Facility by entering the facility code or using the drop down options
- **Choose** the room within the facility

or

- **Choose a** *Custom Location* from drop down option. (Note: custom locations must already exist. See
- Manage Custom Storage Locations on page 59.)
- Identify the cabinet or drawer <u>and hook</u>
- Notes: make notes as needed, providing information regarding the key storage
- **Click** "Place In Storage".

My Keys	
Manage Keys	Valid Key Keystamp Keyset KeySeq Status Special Issuance
My Key Rings	valid dp test group KA KA 3 Assigned 🔮 Margaret Elizabeth Matta
My Key Profiles	Key Storage Info
Manage Key Groups	Facility
Manage AKCCs	Room
Manage Custom Locations	Select Room 🗴
Manage Special Info	Custom Location Select a Custom Location
Act As Another User	Drawer
	Hook
-	► Notes
	Place In Storage Cancel

- > <u>To issue a key to a responsible party</u> (See Definitions)
  - Go To "My Keys".
  - **Choose** the key you wish to assign; by clicking in the checkbox
  - **Click** "Issue to Resp. Party" (at the top or bottom of the page).

Key Management *	10.00 M 10.00	THE COMPANY OF THE											_
Programs Locations	Roster	Comme	ents Help	L							1		
My Keys	-					_							
Manage Keys	LA	ssign Plac	ce In Storage   Issue to R	esp. Party	ost/Stolen Broke	n							
My Key Rings													
My Key Profiles	First	Previou	us Dis	playing rows 1 1	hrough 15 of 15:	4	lent Li	əst					
Manage Key Groups													
		play Filter Form											
Manage AKCCs		play Filter Form Facil	Facility Name	Room	KeyRing	Keystamp	Key5eq	Notes	Special	Status	Issuance	Due Date	
Manage AKCCs Manage Custom Locations	₽ <mark>D</mark> i			Room 2206	KeyRing Test Key Ring #1		Key5eg	Notes	Special	Status In Storage	Issuance A : B : C	Due Dite	
Manage AKCCs Manage Custom Locations		Fact	Facility Name EHOB					Notes				Due Date 04/30/09	10
Manage AKCCs Manage Custom		Facil 2921 2921 3010B	Facility Name EHOB	220G Master		CCC101	23	broken -	Ф	In Storage	A:B:C		/ 0
Manage AKCCs Manage Custom Locations		Facil 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	220G Master		CCC101 C	23	broken - sent to Marie /	Ф Ф	In Storage Assigned	A : B : C Daneen Phillips		/ d
Manage AKCCs Manage Custom Locations		Facil 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	220G Master		CCC101 C	23	broken - sent to Marie / Lock Shop to	() () ()	In Storage Assigned	A : B : C Daneen Phillips		/ d
Manage AKCCs Manage Custom Locations		Facil 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	220G Master		CCC101 C	23	broken - sent to Marie / Lock Shop	() () ()	In Storage Assigned	A : B : C Daneen Phillips		/ 0 / 0 • 0
Manage AKCCs Manage Custom Locations		7acl 2921 2921 30108 2921 4007	Facility Name EHOB EHOB,MAPLE 118-126	2206 Master Grand Master		CCC101 C	23	broken - sent to Marie / Lock Shop to	() () ()	In Storage Assigned	A : B : C Daneen Phillips Marie Ellen Balander		/ 0 / 0 @ 0

- Enter the Net ID or use the <u>Find User</u> option
- **Due date:** You would use this to assign the date that the key must be returned or audited.
  - Click to display calendar, select date
- Notes: add to indicate the reason this key is being assigned (e.g.; visiting professor)
- **Click** "Issue to Resp. Party".

Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
valid	Test Group B	CCC101	CCC101	23	Assigned		Bob Wigden
Key A	ssignment Info	Ļ					
	Assign <sup>.</sup> Due Da		nd User 🗲	-			
	- Note	25					
		0/1000					
			Issue	to Resp. Par	ty Cancel		
				1			

#### > To record a lost / stolen key:

If a key has been lost/stolen, per Policy 8.4, the key holder must *immediately* report the loss to their immediate supervisor. The supervisor should report the lost key to the KCC and the Cornell Police. The KCC is responsible to track within the KMS.

- Go To "My Keys".
- **Choose** the key you wish to mark as lost/stolen; by clicking in the checkbox
- Click "Lost/Stolen".

Cornell Univer Risk Managen	rsity nent an	d Public S	afety				SEAR	CH CORNELL:	Pages 🔵 i	go People more options			
Key Management *	**TES	T <sup>XXX</sup> My Ke	ila.										
Programs Locations	Roster	Comme	ents Help								1		
My Keys					•								
Manage Keys		ssign Plac	ce In Storage Issue to Re	esp. Party	ost/Stolen Broke	en							
My Key Rings													
My Key Profiles	First	Previou	Hə Disi	playing rows 1	through 15 of 15	4	lent L	ast					
Manage Key Groups		play Filter Form											
Manage AKCCs	V DIS	Faci	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
Manage Custom		2921	EHOB	220G	Test Key Ring #1								
Locations		2721	EHUB	2206	lest key king #1	CCC101	23		Φ	In Storage	A:B:C		10
Locations Manage Special Info				Master	Test Key King #1	CCC101	23		() ()	In Storage Assigned	A : B : C Daneen Phillips	04/30/09	
		2921 3010B	EHOB,MAPLE 118-126	Master	Test Key King #1			broken - sent to Marie / Lock Shop to destroy f	Ф Ф	1915/4947/951.•CW	( INCOMENT	04/30/09	10
		2921 3010B 2921 4007	EHOB,MAPLE 118-126	Master Grand Master	Test Key King #1	C	00	sent to Marie / Lock Shop	Ф Ф	Assigned	Daneen Phillips Marie Ellen Balander	04/30/09 06/30/09	/ 0 / 0 @ 0

- Notes briefly describe circumstances of the loss of keys
- Click "Lost/Stolen".
- ✓ If a replacement key is needed, the request must be made to the KCC at the time of the report of the lost/stolen key. The KCC will request a new key using the <u>University Key Order Form</u>.

Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
valid	Test Group B	CCC101	CCC101	23	Assigned		Bob Wigden
	Not	es 0/1000					
				Lost/Stole	en Cancel		

#### To record a recovered lost/stolen key:

(The KCC must notify CUP that the key has been recovered)

- Go To "My Keys".
- Choose the key you have recovered by clicking in the checkbox
  - $\checkmark$  note: the key must be placed in storage, prior to re-assigning to a key holder
- Click "Place in Storage".

My Keys       Assign       Flace In Storage       Issue to Resp. Party       Lost/Stolen       Bioken         My Key Rings <ul> <li>First</li> <li>Previews</li> <li>Displaying rows 1 through 15 of 15</li> <li>Newit</li> <li>Lest</li> </ul> Manage Key Groups <ul> <li>First</li> <li>Previews</li> <li>Displaying rows 1 through 15 of 15</li> <li>Newit</li> <li>Lest</li> </ul> Manage Key Groups <ul> <li>Previews</li> <li>Displaying rows 1 through 15 of 15</li> <li>Newit</li> <li>Lest</li> </ul> Manage Key Groups <ul> <li>Previews</li> <li>Displaying rows 1 through 15 of 15</li> <li>Newit</li> <li>Lest</li> <li>Displaying rows 1 through 15 of 15</li> <li>Newit</li> <li>Lest</li> <li>Displaying rows 1 through 15 of 15</li> <li>Newit</li> <li>Displaying rows 1 through 15 of 15</li> <li>Newit</li> <li>Displaying 10 (Colini 12)</li> <li>Displaying 10 (Colini 12)</li> <li>Nanage Key Groups</li> <li>Displaying 10 (Colini 12)</li> <li>Elot 10 (Colini 12)</li> <li>Displaying 10 (Colini 12)</li> <li>Displayi</li></ul>	Key Management Programs Locations	Roster	Comme	man in weather fit										
Ninger Region     First     Previous     Displaying rows 1 through 15 of 15     Nent     Loss       Nanage Key Groups     First     Previous     Displaying rows 1 through 15 of 15     Nent     Loss       Nanage Key Groups     First     Previous     Displaying rows 1 through 15 of 15     Nent     Loss       Nanage Key Groups     First     Previous     Displaying rows 1 through 15 of 15     Nent     Loss       Nanage Key Groups     First     Previous     Rom     KeySen     KeySen     Notes     Sector     Salar     Loss       Nanage Custom     I Salar     Istance     Istance     Istance     Istance     Istance       Nanage Special Info     I Salar     Istance     Istance     Istance     Istance       Nanage Special Info     I Salar     Istance     Istance     Istance     Istance       I Salar       Nanage Special Info     I Salar     I Salar     I Salar     I Salar     I Salar     I Salar       I Salar     I Salar     I Salar     I Salar     I Salar     I Salar     I Salar     I Salar       I Salar     I Salar     I Salar     I Salar     I Salar     I Salar     I Salar <th>and second in the second</th> <th></th> <th>Continue</th> <th></th>	and second in the second		Continue											
Hy Key Profiles Fired Perviews Displaying rows 1 through 15 of 15 Newt Last	Manage Keys	As	sign Plac	e In Storage Issue to Re	esp. Party	ost/Stolen Broke	n							
My Key Profiles       Manage Key Groups       Value       KeyStam       KeyStam       KeyStam       KeyStam       Second       State       Issued       Die Die       Manage         Manage AKCCs       Tack       Tack       Kadm       KeyStam       KeyStam       KeyStam       Second       State       Issued       Die Die       Manage         Manage Custom Locations       2       2       EHOB       220G       Text Key Ring #1       CC101       23       C       O       In Storage       A 1 B 1 C       O       O       0 <t< th=""><th>My Key Rings</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	My Key Rings													
Manage AKCs       Yacdky Name       Ream       KeryKing       KeryKing       Notes       Saturd       Saturd       Issued       Due Date       Actor         Manage Custom Locations       2921       EHO8       200       Test Key Ring =1       CC101       23       C       Q       In Storage       A 18 1 C       0	My Key Profiles	First	Previou	e Dis	playing rows 1	through 15 of 15	4	lent L	əst					
Manage AKCS       Tack       Tack       Ream       KeyKang       Colon       Colon <td>Manage Key Groups</td> <td>~</td> <td></td>	Manage Key Groups	~												
Locations       2921 30108       EHOB, MAPLE 118-126       Mater       C       0       0       0       Assigned       Dancen Phillips       04/30/09       0       0       0       0       Assigned       Dancen Phillips       04/30/09       0 <th< th=""><th>Manage AKCCs</th><th></th><th></th><th>Facility Name</th><th>Room</th><th>KeyRing</th><th>Keystamp</th><th>KeySeq</th><th>Notes</th><th>Special</th><th>Status</th><th>Issuance</th><th>Due Date</th><th></th></th<>	Manage AKCCs			Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
Manage Special Info			2921	EHOB	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		ØĆ
EHOB, CAMP STR WHSE Grand Master KA 1 broken- sent to Marie / Lock Shop											Tenerra		T	1
	Locations			EHOB,MAPLE 118-126	Master		C	00		Φ	Assigned	Daneen Phillips	04/30/09	8 C
	Locations	•	2921 3010B	EHOB,CAMP STR WHSE	Grand Master		KA	1	sent to Marie /	<b>P</b>	Broken	Marie Ellen Balander		
2221 4007 EHOB, CAMP STR WHSE Grand Master KA 2 🖓 Issued to Resp. Party Paula Hope Grantier 06/30/09 🦸	Locations	•	2921 3010B	EHOB,CAMP STR WHSE	Grand Master		-31 -		sent to Marie / Lock Shop	Ф	Broken	Marie Ellen Balander	04/30/09	/ 6

- **Choose** *Facility* (enter the facility code or choose from the drop down options)
- **Choose** the room within the facility
- or
- Choose a Custom Location from drop down option
- Identify cabinet or drawer <u>and hook</u>
- Note: add as needed, provide any information regarding the storage of this key
- **Click** "Place In Storage".

Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
valid	Test Group B	CCC101	CCC101	23	Assigned		Bob Wigden
Key St	orage Info						
	Facilit		Facility			-	
	Roon		Room 🗈	•			
	Custom Location	n Select	a Custom L	ocation[	▼		
	Cabine	t	-				
	Drawe	r					
	Hool	k	-				
	- Note	s					
		0/1000					
			Pla	ce In Storag	le Cancel		
				1			

#### > <u>To record a broken key:</u>

(The broken key or pieces <u>must</u> be sent back to lock shop to be destroyed.)

- Go To "My Keys".
- Choose the key that has been broken by clicking in the checkbox next to key
- Click "Broken".

Key Management *	**TES	T***											
	* 81 M / 1 M / 1 M /	Constantine and											
Programs Locations	Roster	Comme	ents Help							_			
My Keys	_												
Manage Keys	LA	ssign Plac	ce In Storage Issue to R	esp. Party	ost/Stolen Broke	n] 🔶	-						
My Key Rings													
My Key Profiles	First	Previou	<del>us</del> Dis	playing rows 1 t	through 15 of 15	4	lent L	əst					
Manage Key Groups													
Manage Key Groups													
		play Filter Form											
Manage AKCCs	₹ <mark>08</mark>	play Filter Form Fact	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
Manage Custom	₽ <sub>Dis</sub>			Room 2206	KeyRing Test Key Ring #1		KeySeg 23	Notes	Special	Slatus In Storage	Issuance A:B:C	Due Date	
Manage Custom Locations		Faci	Facility Name EHOB		- Constraints			Notes	Ф			Due Date 04/30/09	øđ
Manage Custom		Facil 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	220G Master	- Constraints	CCC101	23 00		() ()	In Storage Assigned	A : B : C Daneen Phillips		/ đ
Manage Custom Locations		Facil 2921 2921 3010B	Facility Name EHOB	220G Master	- Constraints	CCC101	23	broken - sent to	Ф	In Storage	A : B : C		/ đ
Manage Custom Locations		Facil 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	220G Master	- Constraints	CCC101	23 00	broken - sent to Marie / Lock Shop	() () ()	In Storage Assigned	A : B : C Daneen Phillips		/ đ
Manage Custom Locations		Facil 2921 2921 3010B	Facility Name EHOB EHOB,MAPLE 118-126	220G Master	- Constraints	CCC101	23 00	broken - sent to Marie /	() () ()	In Storage Assigned	A : B : C Daneen Phillips		/ đ
Manage Custom Locations		Fact 2921 2921 30108 2921 4007	Facility Name EHOB EHOB,MAPLE 118-126	2206 Master Grand Master	- Constraints	CCC101	23 00	broken - sent to Marie / Lock Shop	() () ()	In Storage Assigned	A : B : C Daneen Phillips Marie Ellen Balander		

- Choose the Lock Smith at the Lock Shop you use in the Key Assignment Info
- **Note:** briefly describe broken key was sent to the Lock Shop to be destroyed.
- Click "Broken".

My Keys								
Manage Keys	Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
My Key Rings	valid	Test Group B	CCC101	CCC101	23	Assigned		Bob Wigden
My Key Profiles	Key As	signment Info						
Manage Key Groups	ney n	Sele	ct Sele	ct a Lock Sho	op User	<b>∞</b> ←		
Manage AKCCs	Kev St	orage Info				-		
Manage Custom Locations	,	Facili		t Facility			~	
Manage Special Information		Roo		] t Room [*	<b>~</b> ]			
		Custom Locatio		t a Custom L	ocation [	~		
		Cabin						
		Draw						
		Hoo	ok					
		Note	25					
			0/1000					
					Broke	en Cancel	)	
					<b>↑</b>			

#### Manage Keys

This page allows the user manage keys by key groups, key stamp and sequence number, key holder or storage location, and due dates. From the Manage Keys page you can:

- Assign keys
- Place keys in storage
- Issue keys to a responsible party
- Identify keys as lost/stolen or broken
- Create key rings
- Add keys to key rings

Cornell University Risk Manage	ersity ment and Public Safety				SEARCH CORNE	ELL:	People n
Key Management	***TEST*** Key Manager						
Programs Locations	Roster Comments	Help					
My Keys							
Manage Keys	Assign Place In St	orage Issue to Resp.	Party Lost/Stolen	Broken			
My Key Rings							
My Key Profiles	View keys by location:	All Facilities		~			
Manage Key Groups							
Manage AKCCs	First Previous	Display	ing rows 1 through 20 o	f23 Next	Last		
Manage Custom Locations	Display Filter Form	ate Key Ring Add To	Key Ring KeyInstance	Inquiry Page			
Manage Special Info	Key Group	Keystamp KeySeq #	Status	Issuance	Due Date	Actions	
	Test Group A C	: 00	Assigned	Daneen Phillips	4/30/09	/ 6	
	Test Group B C	23	In Storage	A:B:C		/ 6	
	Test Group B C	24	In Storage	A:B:C		/ 6	
	dp Key Ring K Test	(AAA 1	In Storage	1 : : A		/ 6	
	dp Key Ring K Test	(AAA 2	Assigned	Daneen Phillips		/ 6	

#### To view keys

Use this field to organize assigned keys by key groups, key holders and the annual review of key holders and key groups.

- **Go To "**Manage Keys".
- To sort the keys in ascending or descending order, **click** the header and an arrow will



# > <u>To filter the view:</u>

- **Click** to display the filter form. This will open drop down options which allow you to search by the following: *key group, key attributes, key holders, and due dates.*
- **Click** on the item you wish to filter (*the information will be highlighted*).
- Click "Filter".

	Assign	Place In Storage	Issue to Resp. I	Party Lost/	Stolen Broken			
View keys b	y location: All Facilities		~					
First	Previous	Displaying rows 1	through 10 of 28	N	ext Last			
► 🔽 Hide Filter F	orm Create Key Ring	Add To Key Ring	KeyInstance Inqu	iry Page				
	Key Group	Keystamp	Keyset	KeySeq #	Status	Issuance	Due Date	Actions
Filter	All EPR Keys Test Group A Test Group B dp Key Ring Test	All 012 C CCC101 E	All O12 C CCC101 E	All 00 1 1a 2	All Assigned Broken In Storage Issued to Resp. Party	All Richard W McDaniel Paula Hope Grantier Michael G Hingston Mark G. Fowler		Filter
	Test Group A	c	с	00	Assigned	Laura E. Cecere		Edit Duplicate View Log
	Test Group B	CCC101	CCC101	23	In Storage	A : B : C		Edit Duplicate View Log
	Test Group B	012	012	24	In Storage	A : B : C		Edit Duplicate View Log
	EPR Keys	EPR1	EPR1	1	Assigned	Hugh Edwards		<u>View</u> View Log

> To view instances made by Emergency & Service Personnel:

By Policy 8.4 – Management of Keys and Other Access Control Systems, Emergency and Service personnel may make instances of keys for entering a facility for emergency or service purposes. Within the KMS, Emergency and Service personnel may make instances of any keys whose profiles are not marked as "Secure." See the section "To view information about a secure key profile" on page 22.

- Go To "Manage Keys".
- **Click on** "Key Instance Inquiry Page" to view instances made by Emergency or Services personnel.

My Keys								
 Manage Keys	-	Assign Place I	n Storage	Issue to Resp. I	Party Lost/Stolen I	Broken		
My Key Rings								
My Key Profiles	Viev	v keys by location:	All Faciliti	es				
Manage Key Groups								
Manage AKCCs	First	Previous		Displa	ying rows 1 through 20 of	23 <u>Next</u>	Last	
Manage Custom Locations		splay Filter Form	Create Key F	Ring Add	To Key Ring KeyInstand	e Inquiry Page		
Manage Special Info		Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions
Act As Another User		Test Group A	с	00	In Storage	KEYCABINET : : A		1 🗗 🗐
Reports		Test Group B	CCC101	23	In Storage	A : B : C		/ 🗗 🗊
		Test Group B	012	24	In Storage	A : B : C		1 🖉 🖉
		dp Key Ring Test	КААА	1	In Storage	1::A		/ 🗗 🔳
		dp Key Ring	КААА	2	Assigned	Daneen Phillips		/ 0 🗊

The following screen will be displayed showing all key instances made by Emergency or Services personnel.

Key Insta	ances							
First	Previou	<del>13</del>	ſ	Displaying rows 1 thro	ough 2 of 2		Next	Last
Key Group		Keystamp	Keyset	KeySeq #	Status	Issuance		Due Date
Campus Mgr	nt.	KA1	KA1	CS 4	In Storage	A::6		
Campus Mgmt.		КА	KA	CS 2	In Storage	A::1		

#### To create a key ring:

*IMPORTANT:* Key Rings must be created in the KMS before assigning the keys to individuals. They must be created with keys in storage.

- **Go To "**Manage Keys".
- **Choose** the keys that will be part of the key ring by clicking in the checkboxes <u>The addition of keys to a key ring has the following constraints:</u>
  - ✓ Keys **must** all be from the **same Key Group**
  - ✓ Keys must not already be on another Key Ring. Note that keys that are already part of another key ring will not have a checkbox next to them.
  - ✓ Keys **must be in storage**, (i.e., **not** assigned to an individual)
- Click "Create Key Ring".

My Keys										
Manage Keys		ssign Place Ir	n Storage	ssue to Resp.	Party Lost/Stol	len Broken				
My Key Rings		keys by location: All Facilities								
My Key Profiles	View	keys by location	: All Faci	lities		~				
Manage Key Groups										
Manage AKCCs	First	Previous         Displaying rows 1 through 20 of 23         Next         Last           Daptary Filter Form         Create Key Ring         Add To Key Ring         Key Instance Inquiry Page           Key Group 0         Keystamp         KeySeq #         Status         Issuance         Due Date								
Manage Custom Locations										
Manage Special Info								Actions		
		Test Group A	C	00	Assigned	Daneen Phillips	4/30/09	/ 1		
		Test Group B	CCC101	23	In Storage	A:B:C		/ 1		
		Test Group B	012	24	In Storage	A:B:C		/ 1		
		dp Key Ring Test	КААА	1	In Storage	1 : : A				
		dp Key Ring Test	КААА	2	Assigned	Daneen Phillips		/ 1		
		dp Key Ring Test	KAA1A	1	Assigned	Daneen Phillips		/ <b>6</b>		
-		dp Key Ring Test	KAA1A	2	In Storage	1 : : A		/ 1		
		dp Key Ring Test	KAA1A	1	In Storage	1 : : A		/ <b>6</b>		
		dp Key Ring Test	KA2	1	Assigned	Daneen Phillips		/ 6		
-		dp Key Ring Test	KA2	2	In Storage	1::A		1		

- **Input** Key Ring Description within the text field. The keys you've chosen to be in the key ring will be listed below.
- Click "Create Key Ring".

Programs L	locations	Roster C	omments	Help						
My Keys										
Manage Keys		Key Ring I	Description	test 1	23					
My Key Rings		Key Group dp Key Ring Test								
My Key Profiles		Keys To be	Added							
Manage Key Gro	oups	Keystamp	Keyset	KeySeq		Special Info	Issuance			
Manage AKCCs		KAA1A	KAA1	2	In Storage		1::A			
Manage Custom Locations	•	KA2	KA2	2	In Storage		1::A			
Manage Special	Info									
		Create K	ey Ring	Cancel						
		1								

#### > To add keys to a key ring:

- **Choose** key(s) you wish to add to a key ring by clicking in the checkbox <u>The addition of keys to a key ring has the following constraints:</u>
  - ✓ Keys **must** all be from the **same Key Group**
  - ✓ Keys must not already be on another Key Ring. Note that keys that are already part of another key ring will not have a checkbox next to them.
  - ✓ Keys **must be in storage**, (i.e., **not** assigned to an individual)
- Click "Add To Key Ring".

First	Previous		Displaying ro	ows 1 through 1	3 of 13	Next Last	
₽ <mark>Dis</mark>	play Filter Form	Create Key Ring	Add To Key	Ring KeyIn	stance Inquiry Page		
	Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions
	Group 1	ABCD	2	Assigned	Eric W Bourdon		1 🗗
	Vehicle 402	SM	6	In Storage	W : : 12		1 🗗
	Vehicle 402	SM	5	In Storage	W : : 12		/ 🗗 🗉
	aab	012	45	Broken	CRIME PREV : : 16		• 🖞
	aab	SM	2	Lost Stolen	:13:NA		• 🖞
	aab	SM	3	Destroyed	: 13 : 2		• 🖞
	aab	ORPH	00	In Storage	A : C : B		1 🗗 🗐

- **Select** the appropriate Key Ring from drop down. The keys you have chosen to add to the ring will be listed below.
- Click "Add Keys to Key Ring".

Key Ring De	escription	Sele	ect a Key Ring	g 💌	
Key Group		Vehicle	402		
Keys To be A	dded				
Keystamp	Keyset	KeySeq	Status	Special Info	Issuance
SM	SM	5	In Storage		W : : 12
Add Keys	ta Kara Dia a	1			

See the next section, My Key Rings, for information on managing additional attributes for key rings.

# > To move a key to a different key group:

- Go To "Manage Keys".
- Click "Edit" icon

My Keys								
Manage Keys		ssign   Place In	Storage	ssue to Resp.	Party Lost/Stol	en Broken		
My Key Rings								
My Key Profiles	View	keys by location:	All Facil	ities		~		
Manage Key Groups								
Manage AKCCs	First	Previous		Display	ing rows 1 through	20 of 23 No	ent Last	
Manage Custom Locations	V Disp	olay Filter Form	Create Key Ring	g Add To	Key Ring KeyIns	stance Inquiry Page		
Manage Special Info		Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions
		Test Group A	C	00	Assigned	Daneen Phillips	4/30/09	1
		Test Group B	CCC101	23	In Storage	A:B:C		<u>₽</u> <u>□</u>
		Test Group B	012	24	In Storage	A:B:C		4
		dp Key Ring Test	КААА	1	In Storage	1 : : A		1
		dp Key Ring Test	КААА	2	Assigned	Daneen Phillips		/ 1
		dp Key Ring Test	KAA1A	1	Assigned	Daneen Phillips		/ C
		dp Key Ring Test	KAA1A	2	In Storage	1 : : A		1
		dp Key Ring Test	KAA1A	1	In Storage	1 : : A		/ C
		dp Key Ring Test	KA2	1	Assigned	Daneen Phillips		1
		dp Key Ring Test	KA2	2	In Storage	1:: A		/ <b>1</b>

- Select the Key Group from the drop down box
- Click "Save".

Programs				Help					
My Keys		Show	Key Profile View Log						
Manage Key	/s	К	y Instance Info						
My Key Rine	My Key Rings My Key Profiles Manage Key Groups Manage AKCCs		y Cut	2					
My Key Pro			y Sequence	2					
Manage Key			yset	KAA1					
Manage AK			y Stamp	KAA1A dp Key Ring Test V					
Manage Cus Locations	tom	Key Group Key Ring Notes		Select a Key Ring					
Manage Spe	cial Info								
				0/1000					
			ave Cancel						

#### My Key Rings

After a key ring has been created (see the steps in Manage Keys) you can assign the key ring to a key holder, place it in storage, issue it to a responsible party, or mark it as lost/stolen or broken. The procedures for a KCC are the same as those for an AKCC. See the section "My Key Rings" on page 77 in the **Associate Key Control Coordinator (AKCC) Procedures** section.

#### Manage Custom Storage Locations

- To create a Custom Storage Location:
  - Go To "Manage Custom Locations".
  - **Click** "Create New Custom Location".

Key Ma	nagement	***TEST	XXX Custom Locatio	ns Management					
Programs	Locations	Roster	Comments	Help					
My Keys			v Custom Location						
Manage Ke	ys	Type	Facility			Description	Status	KCC	Actions
My Key Rin	gs	Vehicle	ENVIRONMEN	NTAL HEAL	TH & SAFETY (2101)	EHS Palm Road	Active	Daneen Phillips	1 🖉 🗙
My Key Pro	files	Vehicle	EAST HILL OF	FFICE BUIL	DING (2921)	VP - RMPS	Active	Daneen Phillips	1 🖉 🗙
Manage Ke	y Groups								
Manage AK	CCs								
Manage Cu Locations	stom								
Manage Sp	acial Info								

- **Provide** a description of the custom location in text field.
- **Select** Facility Code from drop down this building can be where the custom location is, or the building most associated with this custom location.
- **Select** Type from drop down list (vehicle, other)
- Click "Save".

Programs Locations	Roster Comments Help	
My Keys		
Manage Keys	Description	
My Key Rings	Facility Code Select Facility	
My Key Profiles	Type Select a Custom Location Type 💌	
Manage Key Groups		
Manage AKCCs	Save Cancel	
Manage Custom Locations		
Manage Special Info		

#### **Manage Special Information**

This function will allow you to manage information about a location that would require approval by a specific individual prior to a key instance being assigned. Such areas might include restricted access areas such as spaces with confidential information, hazardous materials, or hazardous conditions. This is a place to identify who the approver is and what special instructions need to be followed. For example, certain paperwork that needs to be completed, training that needs to be completed, etc. before providing access to the location.

- > <u>To create special information about a location:</u>
  - Go To "Manage Special Information".
  - **Choose** Facility and room from the drop down options.

		Cornell Univ Risk Manage	ersity	y t and Public Saf	fety				SEARCH CORNELL:	s 🔵 People
	Key Ma	nagement	***]	TEST*** Manage S	pecial Inform	ation				
	Programs	Locations	Ro≤	ster Comment	s H	elp				
	My Keys									
	Manage Ke	ys	Select a Facility Code and Room to manage special information					on		
	My Key Rin	gs		Facility Select Facility					×	
	My Key Pro	files		Room						
	Manage Ke	y Groups				Select Room				
	Manage AK	CCs		Facility	Room	Approver	Special Information	Actions		
	Manage Cu Locations	stom		A D WHITE HOUSE	101	Daneen Phillips	test special information	/ ×		
+	Manage Sp	ecial Info								

- **Push** the Tab button on your keyboard this will open a field to add a user Net ID and any special instructions.
- Click "Create New".

Programs	Locations	Ro <i>s</i>	ter Comments	Help
My Keys				
Manage Ke	ys		Facility	2006
My Key Rin	gs		Room	A D WHITE HOUSE [2006]
My Key Pro	files			100CA
Manage Ke	y Groups			
Manage AK	CCs	-	Approver"s NetID	Find User
Manage Cu Locations	stom		Special Instructions	
Manage Sp	ecial Info			
				0/250
			Create New Can	cel

When a space has been identified with special information, on the My Keys screen, this will be indicated with the following icon: ①. When you take any actions with the key (such as assign the key or put it in storage), you will again see the icon indicating this location has special information associated with it.

To review the special information, click on the icon.  $\square$ 

## **Reports**

Currently reports are available for individual key transactions. These will allow you to print a summary of all of the keys that have been issued to an individual by you as the KCC or those issued by your AKCCs. In the near future, additional reports will be available to facilitate the annual review of key inventories. For additional details on reports, see "Reports" on page 89 in the AKCC Procedures Section. As a KCC you follow the same procedures as an AKCC in creating and printing reports.

# Associate Key Control Coordinator (AKCC) Procedures

As AKCC you are responsible to:

- Receive and act on requests for keys, and changes to access.
- Store, protect, and distribute keys properly.
- Maintain a key record system.
- Issue temporary keys.
- Uniquely identify and mark keys.
- Conduct a review of keys and associated locations as requested by the KCC.

**Note**: Any of the responsibilities listed above, as well as the actions that an AKCC can perform within the KMS, can also be performed by a KCC.

#### Figure 5 – AKCC Responsibilities within the KMS



## <u>My Keys</u>

This screen displays a list of all the keys that you as the AKCC are responsible to manage. These keys have been assigned to you by a KCC in key groups. (See "<u>To authorize an AKCC for one or more key groups:</u>

on page 40.)

This screen allows you to view keys, assign keys, place keys in storage, issue keys to a responsible party, or identify as lost/stolen or broken.

Key Management	***TES	Т*** му к	73										
Programs Locations	Roster	Comme	ents Help										
My Keys													
Manage Keys		ssign Pla	ce In Storage Issue to Re	esp. Party	Lost/Stolen	Broken							
My Key Rings													
	First	Previo	us D	isplaying	rows 1 through 3 of	3	Nent	Last					
		play Filter Form											
		Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
		4252 2921	AGWV RES DOGS, EHOB	<u>Change</u>	Test Key Ring #1	012	24		Φ	In Storage	A:B:C		۹ []
		3010B 2921	MAPLE 118-126,EHOB	Master		C	00		Φ	Assigned	Daneen Phillips	04/30/09	• []
		2921	енов	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		•
	First		Previous			Displaying	rows 1 throu	igh 3 of 3			Hent	Las	ŧ

## To view keys within your unit:

Use this screen to view keys by facility.

- Go To "My Keys"
- To view a specific item in ascending / descending order; **Click the** item and an arrow will appear **II** click again to reverse order **II**.

# > To view an activity log:

- Go To "My Keys"
- Click the View Log icon  $\blacksquare$ .

Key Management	***TES	ST*** My Ke	92										
Programs Locations	Roster	Comme	nts Help										
My Keys													
Manage Keys		Assign Plac	ce In Storage Issue to Re	esp. Party	Lost/Stolen	Broken							
My Key Rings													
	Firs	t <del>Previo</del>	us Di	isplaying i	rows 1 through 3 of:	3	Hent	Last					
	V Di	splay Filter Form											
		Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
		4252 2921	AGWY RES DOGS, EHOB	Change	Test Key Ring #1	012	24		Φ	In Storage	A:B:C		۹
	<b>V</b>	3010B 2921	MAPLE 118-126,EHOB	Master		C	00		Ф	Assigned	Daneen Phillips	04/30/09	۲
		2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Φ	In Storage	A:B:C		•
	Firs	e 4	Previous			Displaying	rows 1 throu	gh 3 of 3			Nent	Last	ŧ

*This provides the complete transaction history for a specific key, see page display below.* 

Cornell University Risk Management a	nd Public Safety	SEARCH CORNELL:	go People more options
y Management ***TI	LST*** ing view		
grams Locations Roste	er Comments Help		
Date NetID	Log Entry		
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' dp ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STORAGE dp338 ', DUE_DATE=' 04/30/2009 ', STORAGE_CABINET='', STORAGE_DRAWE' STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION_ID='', NOTES='')	E_CUSTOM_LOCATION_ID= '', NOTE	S=' ') TO(RECIPIENT_NETID='
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' lev ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STORAGE dp338 ', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER='', STORA STORAGE_CUSTOM_LOCATION_ID='', NOTES='')	E_CUSTOM_LOCATION_ID= '', NOTE	S=' ') TO(RECIPIENT_NETID='
01/12/2009 10:50 AM lec37	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID='', I STORAGE_DRAWER=' B ', STORAGE_FACIL_CD=' 2921 ', STORAGE_HOOK=' C ' ', NOTES='') TO(RECIPIENT_NETID='  ec37 ', DUE_DATE='', STORAGE_CABIN STORAGE_HOOK=' ', STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION_ID=	', STORAGE_ROOM=' 220G ', STORAG IET=' ', STORAGE_DRAWER=' ', STORA	E_CUSTOM_LOCATION_ID='
01/06/2009 07:47 PM lec37	New Key added		

# > <u>To filter the view:</u>

- Go To "My Keys"
- **Click** to display the filter form, this will open drop down options which allow you to search by the following: *facility, key ring, due date, etc.*

Section *** TEST***           Porani         Cordion (or connect)         Refer         Connect)         Refer           My Keys	Comments       Help         P Pace In Storage       Lost/Stolen       Broken         Previous       Displaying rows 1 through 3 of 3       Heet       Lost         Form       Facility Rame       Rem       Kerkey       Kerkey       Reside         All       Reviews       Rem       Kerkey       Reside       State       Issume       Dec Date       All         Form       All       Resigned       All       State       Issume       Dec Date       All         All       Resigned       Resigned       All       CC COID       All       Displaying rows 1 through 3 of 3       None       All       Core Date       All         form       All       Resigned       Resigned       State       Issume       Date       All       Core Date       All         Q2       CC COID       Q2       Q2       In Storage       All S C       Core       Q2       Q       All Sorage       All S C       Q
My Keys       Assign Place In Stores is to Resp. Party Lock/Stolen Broken         My Key Rings       First Previous       Displaying rows 1 through 3 of 3       News       Lock/Stolen       Broken         Wy Key Rings       First Previous       Displaying rows 1 through 3 of 3       News       Lock       Storage       Rest       Rest       Displaying rows 1 through 3 of 3       News       Lock         V mode Filter Fam       Factor Rame Rest       Rest       Keyfang       Keyfang       Keyfang       Keyfang       Rest       Storage       Rest       Rest       Displaying rows 1 through 3 of 3       News       Lock       Displaying rows 1 through 3 of 3       News       Lock       Displaying rows 1 through 3 of 3       News       Lock       Displaying rows 1 through 3 of 3       News       Lock       Displaying rows 1 through 3 of 3       News       Lock       Displaying rows 1 through 3 of 3       News       Lock       Displaying rows       Displaying rows 1 through 3 of 3       News       Lock       Displaying rows       Displaying rows<	Place In Storage ine to Resp. Party Lost/Stolen Broken         Previous       Displaying rows 1 through 3 of 3       Heese       Lost#         Form       Factor y RES Doce in Storage in St
Manage Keys       Assign Place In Storage to Resp. Park Load/Stolen Broken         My Key Rings       Firet       Displaying rows 1 through 3 of 3       Neine Least         Vice Flare form       Test Key Ring 1       Keyfang       Keyfang       Keyfang       Reside       Displaying rows 1 through 3 of 3       Neine Least         Vice Flare form       All with ES Doog Flare form       All with ES Do	Previous       Displaying rows 1 through 3 of 3       Hent       Lesset         Form       Facily       Facily       Rem       KeyRing = 1       KeyRing = 1       KeyRing = 1       KeyRing = 1       All or 2       Al
Ny Key Rings	Previous       Displaying rows 1 through 3 of 3       Hent       Lesset         Form       Facily       Facily       Rem       KeyRing = 1       KeyRing = 1       KeyRing = 1       KeyRing = 1       All or 2       Al
Firet       Pervises       Displaying rows 1 through 3 of 3       Newn       Least         Image: State Firet	Factor       Factor       Keyfing = 1
Face       FaceStr Name       Room       Keyfling       Keyfling       Keyfling       Keyfling       Social       Social       Social       Date for Date         File       All with RES DOOS, EHOG       All O       All O       O       O       O       All o       All o       All o       All o       All o       All o       O       O       All o       All o       All o       All o       O       O       All o       All o       Doenen Hulips       Social       All o       All o       O       O       O       All o       All o       Doenen Hulips       All o       O       O       All o       All o       Doenen Hulips       All o       Doenen Hulips       All o       O       O       O       All o       All o       All o       Doenen Hulips       All o       All o       O       All o	Form Facily Rame Ream KeyRing = 1 012 24 00 00 In Storage A1B C 00 00 00 00 00 00 00 00 00 00 00 00 0
Face     Face     Room     Keyning     K	Pacific     Pacific     Rem     KeyRing = 1     Rel     Rel     Rel     Rel     Rel     Rel     KeyRing = 1     Rel     R
File     Facily Name     Rom     Keyling	Pacific     Pacific     Rem     KeyRing = 1     Rel     Rel     Rel     Rel     Rel     Rel     KeyRing = 1     Rel     R
Filter       All AdWV RES DOGS MAPLE 118-128.       All 10.1 0.666       All Test Key Ring =1       All 0.12 CCC101       All 0.0 2.4       All 0.0 2.4       All Massigned In Storage       All Recipients Surage Leactions A B C         4252 2921       AGWV RES DOGS,EHOB       Change       Test Key Ring =1       012       24       In Storage       All A B C       All Surage Leactions A B C       04/30/90         400       2010       24       In Storage       A B C       04/30/90	All AGWY RES DOOS,EHOB       All Diago       All Diago       All Diago       All Diago       All Diago       All Assigned Disorage       All Respirations Disorage       All Respirations Disorage       All Diago       All Diag
AGWV RES DOGG       101 MAPLE 118-126       101 2666       Test Key Ring = 1       012 CCC101       00 24       24       Assigned In Storage       Repietats Brage Leadings A&B         4252 2921       AGWV RES DOGS,EHOB       Change       Test Key Ring = 1       012       24       In Storage       A:B: C         3010B 2921       MAPLE 118-126,EHOB       Master       CC       00       In Storage       A:B: C       04/30/09	AGWY RES DOGS_ HAB         L101 (a Géé)         Test Key Ring *1         D12 (C C D II)         D03 24         Test Key Ring *1         D12 C C D II         D03 24         Test Key Ring *1         D12 C C D II         D13 24         Assigned In Storage         Recipicats Broage Leasings Storage Leasings           4252 2921         AGWY RES DOGS,EHOB         Change         Test Key Ring *1         D12         24         In Storage         A is i C         Image: Comparison of the c
EHOB     Dame	EHOS MAPLE 119:126         C200 666         CCC101         C24         In Storage         Danean Philips           4252 2921         AGWY RES DOGS,EHOS         Change         Test Key Ring #1         012         24         Ф         In Storage         A is i C         66
4252 2921       AGWY RES DOGS,EHOB       Change       Test Key Ring #1       012       24       Image: Compare the compare th	4252 2921         AGWY RES DOGS,EHOB         Change         Test Key Ring = 1         012         24         Ф         In Storage         A : B : C         Image: C <thimage: c<="" th="">         Image: C         Image: C</thimage:>
With the second seco	3010B 2921 MAPLE 118-126,EHOB Master C 00 Q Assigned Daneen Phillips 04/30/09
2921         EHOB         220G         Test Key Ring #1         CCC101         23         ①         In Storage         A i B : C	2321         EHOB         220G         Test Key Ring #1         CCC101         23         In Storage         A : B : C         Image         Image </td
First Previous Displaying rows 1 through 3 of 3 Henrit Level	Previous Displaying rows 1 through 3 of 3 Hent Last

- **Click** (*highlight*) on the item you wish to filter
- Click Filter

# > To assign a key to a key holder:

- Go To "My Keys"
- **Choose** the key to assign; by clicking in the checkbox
- Click "Assign".

Programs Locations R													
	oster	Comme	nts Help										
My Keys													
Manage Keys		ssign Plac	e In Storage Issue to Re	esp. Party	Lost/Stolen	Broken							
My Key Rings													
	First	Previou	<del>is</del> Di	isplaying	rows 1 through 3 of:	3	Nent	Last					
	₽ <u>Dis</u>	play Filter Form											
		Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq 24	Notes	Special	<u>Status</u> In Storage	Issuance A + B + C	Due Date	Actions
				Master	reactively thing wi	C	00		⊉	Assigned	Daneen Phillips	04/20/00	
									<u> </u>			04/30/09	•
		2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		•
	_												
	First	+	revious			Displaying	rows 1 throug	gh 3 of 3			Nent	Last	1

- Enter the Net ID or use the Find User option
- **Due date:** to assign a due date; select the date that the key must be returned or audited
- Click to display calendar, select date
- Notes, briefly describe the purpose for the key being assigned
- Click "Assign".

My Keys	
Manage Keys	Valid Key-Group Keystamp Keyset KeySeq Status Special Issuance
My Key Rings	valid Test Group A C C 00 Assigned 🛈 Daneen Phillips
	Key Assignment Info Assign to Find User Due Date
-	Notes
	Assign Cancel
	↑

## > To place a key in storage:

- Go To "My Keys"
- **Choose** the key to place in storage; by clicking in the checkbox
- **Click** "Place in Storage". This works even when the key is already assigned.

Key Management	TEST	My Keys											
Programs Locations	Roster	Comment	ts Help										
My Keys													
Manage Keys	Assign	Place	In Storage Issue to Re	sp. Party	Lost/Stolen	Broken							
My Key Rings													
	First	Previous	Di	splaying r	ows 1 through 3 of:	3	Nent	Last					
	₽ Display F	ilter Form											
	Fa		Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
						012	24		0	In Storage	ALBIC		•
	425	52 2921	AGWV RES DOGS,EHOB	Change	Test Key Ring #1	012			$\Psi$	In ocorage	HIBIC		
			AGWY RES DOGS,EHOB	<u>Change</u> Master	lest Key King #1	C	00		Ŷ	Assigned	Daneen Phillips	04/30/09	
		0B 2921 N			Test Key Ring #1	C					Daneen Phillips	04/30/09	•
	301	0B 2921 N	MAPLE 118-126,EHOB	Master		C	00		Φ	Assigned	Daneen Phillips	04/30/09	۲

- Choose Facility: enter the facility code or choose from the drop down options
- **Choose** the room within the facility

or

- Choose a Custom Location from drop down option
- Identify cabinet or drawer <u>and hook</u>
- Note, as needed, provide any information regarding the storage of this key
- **Click** "Place In Storage".

Cornell Univ Risk Manag	versity ement and Public Safety	SEARCH CORNELL: go Pages People more options
Key Management	***TEST*** Key Instance State Management	
Programs Locations	Roster Comments Help	
My Keys		
Manage Keys	Valid Key-Group Keystamp Keyset KeySeq Status Special Issuance Info	
My Key Rings	valid Test Group A C C 00 Assigned 🔱 Daneen Phillips	
	Key Storage Info         Facility         Facility         Room         Custom Location         Cabinet         Drawer         Hook         Notes         0/1000	←

- > <u>To issue a key to a responsible party:</u> (see definition)
  - Go To "My Keys"
  - **Choose** the key you wish to assign; by clicking in the checkbox
  - Click "Issue to Resp. Party".

	***TEST												
Programs Locations	Roster	Comme	nts Help										
Manage Keys	As	sign Plac	e In Storage Issue to Re	esp. Party	Lost/Stolen	Broken							
My Key Rings													
	First	Previou	<del>is</del> Di	splaying	rows 1 through 3 of	3	Nent	Last					
	¥ Displ	ay Filter Form	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes		Status	Issuance	Due Date	
		4252 2921					24		0	In Storage			•
		3010B 2921	MAPLE 118-126,EHOB	Master		C	00		Ф	Assigned	Daneen Phillips	04/30/09	۲
		2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		•

- Enter the Net ID or use the Find User option
- **Due date:** to assign a due date; select the date that the key must be returned or audited
- Click 🛄 to display calendar, select date
- Notes: Indicate the reason this key is being assigned (e.g.; visiting professor)
- Click "Issue to Resp. Party".

My Keys									
Manage Keys		Valid	Key Group	Keystamp	Keyset	KeySeq		Special Info	Issuance
My Key Rings	×	alid	Test Group A	с	с	00	Assigned	Φ	Daneen Phillips
_		Assigr Due D Notes	ate	0/100	_	-	-		
		Issue	e to Hesp. Party	Cancel	J				

#### To record a lost / stolen key:

If a key has been lost/stolen, per Policy 8.4, the key holder must *immediately* report the loss to their immediate supervisor, the KCC and the Cornell Police. The KCC is responsible to track within the KMS.

- Go To "My Keys"
- Choose the key you wish to mark as lost/stolen; by clicking in the checkbox
- Click "Lost/Stolen".

	Roster Comm	ents Help										
My Keys												
Manage Keys	Assign Pla	ace In Storage Issue to R	esp. Party	Lost/Stolen	Broken							
My Key Rings												
	First Previo	D D	isplaying r	ows 1 through 3 of	3	Nent	Last					
	Display Filter Form											
	Bisplay Filter Form	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes		Status	Issuance	Due Date	
		AGWY RES DOGS, EHOB		Test Key Ring #1		24		0	In Storage			@ [
	3010B 2921	MAPLE 118-126,EHOB	Master		c	00		Φ	Assigned	Daneen Phil	ips 04/30/09	•
	2921	ЕНОВ	2206	Test Key Ring #1	CCC101	23		Ф	In Storage	A:B:C		@ [
		Previous			Disclassics	rows 1 throu	ah 2 of 2			Nent	Las	

Notes briefly describe circumstances of the loss of keys

- Click Lost/Stolen
  - ✓ If a replacement key is needed, the request must be made to the KCC at the time of the report of the lost/stolen key. The KCC will request using the appropriate form.

Cornell University Risk Management and Public Safety											SEARCH CORN	EUL:	
R	lisk Manage	emen	it and	Public Safe	ty						ales	Pages	People
Key Man	nagement	****	res7	Key Instance	State Managem	ent							
Programs	Locations	Ro	ster	Comments	Help								
My Keys													
Manage Key	5		Valid	Key Group	Keystamp	Keyset			Special Info	Issuance			
My Key Ring	5		valid	Test Group A	с	с	00	Assigned	Φ	Daneen Phillips			
	-		Note	5	0/100	0							
			Los	t/Stolen Car									

69

#### To record a recovered lost / stolen key:

(The KCC must notify CUP that the key has been recovered.)

- Go To "My Keys"
- **Choose** the key you have recovered; by clicking in the checkbox
- $\checkmark$  note: the key must be placed in storage, prior to re-assigning to a key holder
- **Click** "Place in Storage".

Cornell Universe Risk Manageme	sity ent and Public	: Safety					SEARCH		iges 🔵 Peop	go le more options		
Key Management **	TEST***	y Keys										
Programs Locations	Roster Com	ments Help										
My Keys												
Manage Keys	Assign	Place In Storage Issue to R	lesp. Party	Lost/Stolen	Broken							
My Key Rings												
	First Pre	vious D	oisplaying r	ows 1 through 3 of	3	Nent	Last					
	Display Filter Fo											
	Facil	Facility Name	Room	KeyRing Test Key Ring #1	Keystamp	KeySeq 24	Notes	Special	<u>Status</u> In Storage	Issuance A + B + C	Due Date	Action
		21 MAPLE 118-126,EHOB	Master	Tesckey Killg #1	c	00		Ŷ	Assigned	Daneen Phillips	04/00/00	•
											04/30/09	•
	2921	ЕНОВ	220G	Test Key Ring #1	CCC101	23		Ф	In Storage	AIBIC		• []
	First	Previous			Disclosics	rows 1 throu	-h 0 -f 0			Neut	Las	
	FIFST	TTEVIOUS			Displaying	rows I thřôu	yn 3 of 3			Pient	695	•
	Assign	Place In Storage Issue to R	lesp. Party	Lost/Stolen	Broken							
		1										

- Choose Facility: enter the facility code or choose from the drop down options
- **Choose** the room within the facility

or

- Choose a Custom Location from drop down option
- Identify cabinet or drawer and hook
- Note, as needed, provide any information regarding the storage of this key
- **Click** "Place In Storage".

## > <u>To record a broken key:</u>

The broken key or pieces must be sent back to lock shop to be destroyed.

- Go To "My Keys"
- **Choose** the key that has been broken; by clicking in the checkbox
- Click "Broken".

Key Management													
Programs Locations	Roster	Comme	ents Help			1							
My Keys	_												
Manage Keys		ssign Plac	ce In Storage Issue to R	esp. Party	Lost/Stolen	Broken							
My Key Rings													
	First	Previo	us D	isplaying	rows 1 through 3 of:	3	Nent	Last					
	V Dis	play Filter Form											
		Facil	Facility Name	Room	KeyRing	Keystamp	KeySeq	Notes	Special	Status	Issuance	Due Date	
									0				
			AGWY RES DOGS, EHOB		Test Key Ring #1		24		<b>P</b>	In Storage			•
-	V		AGWY RES DOGS,EHOB	<u>Change</u> Master	Test Key Ring #1	012 C	24 00		Ф	In Storage Assigned	A : B : C Daneen Phillips	04/30/09	•
<b>→</b>					Test Key Ring #1 Test Key Ring #1	C					Daneen Phillips	04/30/09	
<b>→</b>		3010B 2921	MAPLE 118-126,EHOB	Master		C	00		Ф	Assigned	Daneen Phillips	04/30/09	•

- **Choose** Key Assignment Info (*the person at the Lock Shop*)
- Note: briefly describe broken key was sent to?? at the lock shop to be destroyed.
- Click "Broken".

Cornell Univ Risk Manage	ersity ment and Public Safety		SEARCH CORNELL:	People more o
Key Management	***TEST*** Key Instance State Management			
Programs Locations	Roster Comments Help			
My Keys				
Manage Keys	Valid Key-Group Keystamp Keyset KeySeq Status Special Info	Issuance		
My Key Rings	valid Test Group A C C 00 Assigned 🖤	Daneen Phillips		
	Key Assignment Info			
	Select Select a Lock Shop User 🖤 🖛			
	Key Storage Info			
	Facility Select Facility			
	Room	~		
	Select Room 💌			
	Custom Location Select a Custom Location 💌			
	Cabinet			
	Drawer			
	Hook			
	Notes			
	0/1000			
	0/1000			
	Broken Cancel			

#### Manage Keys

This field allows the user to organize keys by groups, key holders, and manage due dates for specific college or unit.

To view keys within your unit: Use this field to organize assigned keys by key groups, key holders and the audit of key holders and key groups.

- **Go To "**Manage Keys" To view a specific item in ascending / descending order;
- Click the item and an arrow will appear 
   click again to reverse order

Key Managemen	t ***TES	ST*** Key Manage	r.							
Programs Locations	Roster	Comments	Help							
My Keys										
Manage Keys		Assign Place In	Storage Issu	ie to Resp. Party	Lost/Stolen	Broken				
My Key Rings										
	View	w keys by location:	All Facilitie	25		~				
	First	t <del>Previous</del>		Displaying r	rows 1 through 3	of 3 4	lent	Last		
			Vente Key Div -	Add To Key F	Ring					
		splay Filter Form	Create Key Ring	Maarokeyr						
		Key Group	Keystamp	KeySeq #	Status	Issuance	Due D	Date	Actions	
						Issuance Daneen Phillips	Due D		Actions	
		Key Group	Keystamp	KeySeq #	Status			09		
		Key Group	Keystamp C	KeySeq #	Status Assigned	Daneen Phillips		09	•	
		Key Group	Keystamp C CCC101	KeySeq # 00 23	Status Assigned In Storage	Daneen Phillips A : B : C		09	•	
		Key Group & Test Group A Test Group B Test Group B	Keystamp C CCC101	KeySeq # 00 23 24	Status Assigned In Storage	Daneen Phillips A:B:C A:B:C	4/30/0	09	•	
# > To view an activity log:

- Go To "My Keys"
- Click the View Log icon  $\blacksquare$ .

Cornell Unive Risk Manager	rrsity ment and Public Saf	ety				SEARCH		People
Key Management <sup>a</sup>	***TEST*** Key Mana	ger						
Programs Locations	Roster Comment	5 Help						
My Keys								
Manage Keys 🛑	Assign Place I	n Storage 🛛 🗌 Issu	ie to Resp. Party	Lost/Stolen	Broken			
My Key Rings								
	View keys by location	All Faciliti	es		~			
	First Previous		Displaying r	ows 1 through 3	of 3 He	mt Last		
	Display Filter Form	Create Key Ring	Add To Key F	Bing				
	Key Group	Keystamp	KeySeg #	Status	Issuance	Due Date		
	Test Group A	C	00	Assigned	Daneen Phillips	4/30/09	• []	
	Test Group B	CCC101	23	In Storage	A:B:C		<b>•</b>	
	Test Group B	012	24	In Storage	A:B:C		•	
	First Previous		Displa	iying rows 1 thro	Jgh 3 of 3	Nent	Last	
					-			
	Assign Place I	n Storage 🛛 🗍 Issu	ie to Resp. Party	Lost/Stolen	Broken			

This provides the complete transaction history for a specific key, see page display below.

Cornell University Risk Management a	nd Public Safety	SEARCH CORNELL: 00 Pages People more options
y Management ***TH	'ST <sup>*</sup> *** tag Væw	
grams Locations Roste	r Comments Help	
Date NetID	Log Entry	
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STORA dp338 ', DUE_DATE=' 04/30/2009 ', STORAGE_CABINET='', STORAGE_DRAV STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION_ID= '', NOTES='')	GE_CUSTOM_LOCATION_ID= '', NOTES='') TO(RECIPIENT_NETID='
04/17/2009 02:55 PM dp338	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' ', STORAGE_FACIL_CD='', STORAGE_HOOK='', STORAGE_ROOM='', STORA dp338', DUE_DATE='', STORAGE_CABINET='', STORAGE_DRAWER='', STO! STORAGE_CUSTOM_LOCATION_ID='', NOTES='')	GE_CUSTOM_LOCATION_ID= ' ', NOTES=' ') TO(RECIPIENT_NETID='
01/12/2009 10:50 AM lec37	Key Instance status is now Assigned. Data updated FROM(RECIPIENT_NETID=' STORAGE_DRAWER='8', STORAGE_FACIL_CD='2921', STORAGE_HOOK=' ', NOTES=') TO(RECIPIENT_NETID='lec37', DUE_DATE='', STORAGE_CAB STORAGE_HOOK='', STORAGE_ROOM='', STORAGE_CUSTOM_LOCATION_	C', STORAGE_ROOM=' 220G', STORAGE_CUSTOM_LOCATION_ID= ' INET='', STORAGE_DRAWER='', STORAGE_FACIL_CD='',
01/06/2009 07:47 PM lec37	New Key added	

## > <u>To filter the view:</u>

- Go To "Manage Keys"
- Click to display the filter form, this will open drop down options which allow you to search by the following: *key group, key attributes, key holders, due dates.*

Cornell Univ Risk Manage	ersity ement and	l Public Safe	tv				SEAF	RCH CORNELL:	People
Key Management			-				1 a. 1 kg 7618		
Programs Locations	Roster	Comments	Help						
My Keys									
Manage Keys	A	ssign Place In	Storage Issue	e to Resp. Party	Lost/Stolen	Broken			
My Key Rings									
	View	keys by location:	All Facilitie	s		~			
	First	Previous		Displaying	rows 1 through 3	of 3 <del>Ne</del>	unt La	st	
	Disp	Nay Filter Form	reate Key Ring	Add To Key I	Ring				
		Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions	
	~	Test Group A	C	00	Assigned	Daneen Phillips	4/30/09	<b>e</b>	
		Test Group B	CCC101	23	In Storage	A:B:C		<b>e</b>	
		Test Group B	012	24	In Storage	A:B:C		•	
	First	Previous		Displ	aying rows 1 thro	ugh 3 of 3	Hent	Last	
	_								
	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken								

- Click (highlight) on the item you wish to filter
- Click "Filter".

Cornell Uni Risk Manag	gement and I	Public Safety					SEARCH COP	NELL: O Pages	Peop
ey Management	- t ***TEST	***							
ograms Locations	Roster		Help						
ly Keys									_
lanage Keys	Assig	n Place In Stora	je Issue to Re	sp. Party	Lost/Stolen Br	oken			
ly Key Rings									
	View ke	ys by location: a	All Facilities			~			
	First	Previous			1 through 3 of 3	Hent	Last		
	FIRST	-revious	Dis	spraying rows	1 through 3 or 3	Hent	East		
	T Hide Fi	Iter Form Create Ke	y Ring Add T	o Key Ring					
		Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date	Actions	
	Filter	All	All		All Assigned	All Daneen Phillips		Filter	
		Test Group A Test Group B	CCC101	23 24 🗸	In Storage	ABC			
		Test Group A	C	00	Assigned	Daneen Phillips	4/30/09	•	
		Test Group B	CCC101	23	In Storage	A:B:C		۱	
		Test Group B	012	24	In Storage	A:B:C		•	
	First	Previous		Displayin	g rows 1 through 3	of 3	Hent	Last	
	Assi	n Place In Stora	je Issue to Re	sp. Partu	Lost/Stolen Br	oken			
	C Assai								

### To create a key ring

IMPORTANT: Key Rings must be created in the KMS before being assigned keys.

- Go To "Manage Keys"
- **Choose** the keys to create a new key ring; by clicking in the checkbox <u>The addition of keys to a key ring has the following constraints:</u>
  - ✓ Keys must all be from the same Key Group
  - ✓ Keys must not already be on another Key Ring
  - ✓ Keys must be in storage, (i.e, not assigned to an individual)
- Click "Create a Key Ring".

Cornell Unive Risk Manage	ersity ment and	Public Safe	tv				s	EARCH CORNELL:	jes 🔵 People
Key Management			-			1 m 7		<ul> <li>Constant and and a second se second se</li></ul>	
Programs Locations	Roster	Comments	Help						
My Keys									
Manage Keys	As	sign Place In	Storage Issue	e to Resp. Party	Lost/Stolen	Broken			
My Key Rings									
	View k	eys by location:	All Facilitie:	s		~			
	First	Previous	•	Displaying	rows 1 through 3	of 3 44	e++# 4	Last	
	V Displ	ay Filter Form	eate Key Ring	Add To Key	Ring				
		Key Group	Keystamp	KeySeq #	Status	Issuance	Due Da	te Actions	
		Test Group A	C	00	Assigned	Daneen Phillips	4/30/0	9 👁 🛒	
		Test Group B	CCC101	23	In Storage	A:B:C		• []	
		Test Group B	012	24	In Storage	A:B:C		•	
	First	Previous		Displ	aying rows 1 thro	ugh 3 of 3	94	nt Last	
	As	sign Place In	Storage Issue	e to Resp. Party	Lost/Stolen	Broken			

- Input Key Ring Description within the text field
- **Click "**Create Key Ring".

My Keys								
Manage Keys	Key Ring Descrip	tion test 12	23				-	
My Key Rings	Key Group	dp Key	Ring Test					
My Key Profiles	Keys To be Adde	d						
Manage Key Groups	Keystamp Key	vset KeySeq		Special Info	Issuance			
Manage AKCCs	КАА1А КАА	1 2	In Storage		1::A			
Manage Custom Locations	KA2 KA2	2	In Storage		1::A			
Manage Special Info	Create Key Rin	g Cancel						

### > To add keys to a key ring:

- Go To "Manage Keys"
- **Choose** key(s) you wish to add to a key ring; by clicking in the checkbox <u>The addition of keys to a key ring has the following constraints:</u>
  - ✓ Keys must all be from the same Key Group
  - ✓ Keys must not already be on another Key Ring
  - ✓ Keys must be in storage, (i.e, not assigned to an individual)
- **Click** "Add To Key Ring".

	sk Managem	sity ent and	l Public Safe	ety				SEA	RCH CORNELL:	• Pi
Key Mana	agement **	TES	T <sup>*</sup> ** Key Manage	17						
Programs	Locations	Roster	Comments	Help						
My Keys										
Manage Keys		As	sign Place In	Storage Issu	ue to Resp. Party	Lost/Stolen	Broken			
My Key Rings										
		View	keys by location:	All Faciliti	es		~			
		First	Previous		Displaying r	ows 1 through 3	of 3	Neut La	ist	
					•					
		V Disp	lay Filter Form	Create Key Ring	Add To Key F	Ring				
			Key Group	Keystamp	KeySeq #	Status	Issuance	Due Date		
		•	Test Group A	c	00	Assigned	Daneen Phillips	4/30/09	•	
			Test Group B	CCC101	23	In Storage	A:B:C			
			Test Group B	012	24	In Storage	A:B:C		•	
		-					1 - 1 -			
		First	Previous		Displa	ying rows 1 thro	ugh 3 of 3	Hent	i Lost	
			ey Ring fro Id Keys to	-						
Key Ring D	• Clie	<b>ck</b> "Ad	Id Keys to	Key Ring'						
Key Ring D Key Group <b>Keys To be J</b>	• Clia	<b>ck</b> "Ad	ld Keys to	Key Ring'						
Key Group	• Clia	<b>ck</b> "Ad	Select a Key	Key Ring'	".	nce				
Key Group	Clic escription Added Keyset	<b>ck</b> "Ad	Select a Key	Key Ring'	<b>"</b> .					

### My Key Rings

After a key ring has been created (see the steps above) you can assign the key ring to a key holder, place in storage, issue to a responsible party, or mark as lost/stolen or broken.

- > To view key rings:
  - Go To "My Key Rings"

This provides a list all key rings that you as an AKCC are responsible to manage.

	Cornell Universi Risk Managemen	ty nt and Public Safety	SEARCH CORNELL:	go People more options
	Key Management ***	TEST *** Key Rings		
	Programs Locations R	oster Comments Help		
	My Keys			
	Manage Keys	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
- 1	My Key Rings	Description       Key Group       # of Keys       Status       Issuance       Special Info?         Image: Test Key Ring #1       Test Group B       2       In Storage       A : B : C       No         Assign       Place In Storage       Issue to Resp. Party       Lost/Stolen       Broken	Actions Ø	

## > To remove keys on key rings:

- Go To "My Key Rings"
- **Click the** Edit icon **I** (on the right next to the appropriate key)

	Cornell Univ Risk Manage	ersity ement	7 t and	Public Safet	у					SEARCH CO		People	go more options
Key Ma	nagement	Γ***	EST	₩ <del>₩₩</del> Key Rings									
Programs	Locations	Ros	ter	Comments	Help								
My Keys													
Manage Ke	ys		Ass	ign Place In S	itorage Is	sue to Resp. Par	ty Lost/St	olen Brok	en				
 My Key Rin	gs			Description	Key Group	# of Keys	Status	Issuance	Special Info?				
			V T	est Key Ring #1			In Storage	A:B:C	No	/ +	-		
			Ass	ign Place In S	itorage Is	sue to Resp. Par	ty Lost/St	olen Brok	en				

• **Click** the Remove from Key Ring icon 🔀 (*next to the appropriate key you wish to remove*).

Manage Keys     Key Ring Description     Test Key Ring #1       My Key Rings     Key Group     Test Group B       My Key Profiles     Save Cancel       Manage Key Groups     Sequence     Special Information       Manage Custom Locations     O12     24     Show Special Rooms     Ximp       OCCTION     23     Show Special Rooms     Ximp	My Keys						
My Key Profiles     Save Cancel       Manage Key Groups     Key Stamp     Sequence     Special Information       Manage Custom Locations     012     24     Show Special Rooms	Manage Keys	Key Ring D	escription	Test Key Ring #1			
Manage Key Groups     Key Stamp     Sequence     Special Information     Actions       Manage Lustom Locations     012     24     Show Special Rooms     Image Lustom	My Key Rings	Key Group		Test Group B			
Manage AKtCs     Key Stamp     Sequence     Special Information     Actions       Manage Custom Locations     012     24     Show Special Rooms     Image: Custom Rooms	My Key Profiles	Save	Cancel				
Manage AKCCs Active Section Sequence Information Accelers	Manage Key Groups						
Manage Costoning	Manage AKCCs	Key Slamp	Sequence		Actions		
CCC101 23 Show Special Rooms 🧳 🗙		012	24	Show Special Rooms	1 ×		
	Locations	CCC101	23	Show Special Rooms	/ X		

• Click "OK".

This will prompt you to confirm the key storage location.



- Edit information, if needed.
- Click "Place in Storage".

Programs	Locations	Roster	Comments	Help							
My Keys											
Manage Ke	<b>y</b> s		i Key Group	Keystamp	Keyset	KeySeq		Special Info	Issuance		
My Key Rin	05	valid	Test Group B	012	012	24	In Storage	¢	A:B:C		
	-										
My Key Pro	mies	Ke	y Storage Info	)							
Manage Ke	y Groups	Fac	ility	2921			100001				
Manage Ak	(CCs	Roo	m	220H		TCE BUILI	DING [2921]		<b>*</b>		
Manage Cu	stom	Koo		220H		~					
Locations		Cus	stom Location	S	elect a Cu:	stom Locat	on 💌				
Manage Sp	ecial Info	Cat	binet	A							
		Dra	wer	В							
		Hoo	ok	С							
		Not	ies								
				1/100	0						
		P	lace In Storage	Cancel							
				Cancer							

### > To assign a key ring:

- Go To "My Key Rings"
- **Choose** the Key Ring that you wish to assign by clicking in the checkbox
- Click "Assign"

Cornell Universit Risk Managemer	y it and Public Safety		SEARCH CORNELL: Pages	go People more options
Key Management ***	TEST*** Key Rings			
Programs Locations Ro	ster Comments Help			
My Keys				
Manage Keys	Assign Place In Storage Issue to Resp. Par	ty Lost/Stolen Broken		
My Key Rings	Description Key Group // of Keys	Status Issuance Special Info?		
	V Test Key Ring #1 Test Group B 2	In Storage A:B:C No	1	
	Assign Place In Storage Issue to Resp. Par	ty Lost/Stolen Broken		
	1			

- Enter the Net ID <u>or</u> use the <u>Find User</u> option
- Enter a due date if appropriate. You would use this to assign the date that the key ring must be returned.
- **Click** to display calendar and select a date, or you can type a date into the box
- **Enter** notes if needed. You may choose to indicate the reason the key ring is being assigned or any other pertinent information.
- Click "Assign".

Cornell Univ Risk Manage	ersit emen	y nt and 1	Public Safe	ty:						SEARCH	s 🔵 People
Key Management	******	FEST	Key Instanc	e State Managem	tent						
Programs Locations	Ro	ster	Comments	Help							
My Keys											
Manage Keys		Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance		
My Key Rings		valid	Test Group B	CCC101	CCC101	23	In Storage	Φ	A:B:C		
		valid	Test Group B	012	012	24	In Storage	Φ	A:B:C		
-	-	Key Assig Due D Notes	ate	Info ↓	Find User		<b></b>				

### To place the key ring in storage:

- Go To "My Key Rings"
- **Choose** the Key Ring to be placed in storage by clicking in the checkbox
- **Click** "Place in Storage".

	Cornell Univ Risk Manage	versity emen	/ t and	Public Safet	у				ŻŻ	SEARCH C	People	go more options
Кеу Ма	nagement	****]	EST	<b>[</b> <sup>+</sup> + + + + + + + + + + + + + + + + + +								
Programs	Locations	Ros	ter	Comments	Help							
My Keys												
Manage Ke	ys		As	sign Place In S	itorage Is:	sue to Resp. Par	ty Lost/Sti	olen Brok	en			
 My Key Rin	gs			Description	Key Group	# of Keys	Status	Issuance	Special Info?	Actions		
		-		Test Key Ring #1	Test Group	B 2	In Storage	A:B:C	No	Ø		
			As	sign Place In S	itorage Is:	sue to Resp. Par	ty Lost/Sti	olen Brok	en			

- **Choose** the Facility by facility code or use the drop down menu- the last storage location is automatically entered
- **Choose** the room within the facility from the drop down options

or

- **Choose a** Custom Location from drop down options. (Note: custom locations have to already exist. See section
- Manage Custom Storage Locations on page 59.)
- Identify cabinet or drawer and hook.
- Note any information regarding the storage of this key or any other pertinent information
- Click "Place In Storage".

My Keys										
Manage Keys		Key Group	Keystamp	Keyset	KeySeq		Special Info	Issuance		
My Key Rings	valid	Test Group B	CCC101	CCC101	23	In Storage	₽	A:B:C		
	valid	Test Group B	012	012	24	In Storage	Φ	A:B:C		
	Key	Storage Inf	D							
	Facili	ty	2921							
				HILL OFFI	CE BUILD	ING [2921]		<b>~</b>	<b>—</b>	
	Room		220H 220H		~					
	Custe	om Location		lect a Cust				_		
	Cabin		A		4			-		
	Drawe		В							
	Hook				_					
	HOOK		С							
	Notes									
	Hotes									
			0/100	D						
	Pla	e In Storage	Cancel							
			Cancer							
		T								

- > To issue the key ring to a responsible party:
  - Go To "My Key Rings"
  - Choose the key ring you wish to assign by clicking in the checkbox
  - Click "Issue to Resp. Party".

		Cornell Univ Risk Manage	ersity emen	/ tand	Public Safet	y				SEARCH	I CORNELL: O Pages	People	go more options	
	Key Mai	nagement	/***]	EST	₩₩₩ Key Rings									
	Programs	Locations	Ros	ter	Comments	Help								
	My Keys													
	Manage Ke	ys		Ass	ign Place In S	torage Is	sue to Resp. Parl	ty Lost/Sta	olen Brok	en				
<b>→</b>	My Key Rin	gs			Description			Status	Issuance	Special Info?	Actions			
		_	-	T 🔽	Fest Key Ring #1	Test Group	B 2	In Storage	A:B:C	No	/			
				Ass	ign Place In S	torage Is	sue to Resp. Parl	ty Lost/Sta	olen Brok	len				

- Enter the Net ID or use the "Find User" option
- **Due date:** You would use this to assign the date that the key must be returned or audited.
- Click 🔤 to display calendar, select date- or you can type a date into the box mm/dd/yyyy
- **Note** any information regarding the reason this key ring is being assigned (e.g.; visiting professor) or any other pertinent information
- **Click "Issue to Resp. Party"**.

My Keys										
Manage Keys	Valid	Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance		
My Key Rings	valid	Test Group B	CCC101	CCC101	23	In Storage	Φ	A:B:C		
	valid	Test Group B	012	012	24	In Storage	Φ	A:B:C		
	Key	Assignment	Info 🕈							
	Assiç	In to	1	Find User	←					
	Due [	)ate				-				
<b>→</b>	Note	5	0/1000	0						
	Issu	ie to Resp. Party	Cancel	)						

### > <u>To record the key ring as lost/stolen:</u>

If a Key Ring has been lost/stolen, per Policy 8.4, the key holder must *immediately* report the loss to their supervisor. The supervisor should contact the KCC who will report the loss to the Cornell Police as appropriate. The KCC is responsible to track the lost/stolen key within the KMS.

- Go To "My Key Rings"
- Choose the key ring you wish to mark as lost/stolen; by clicking in the checkbox
- Click "Lost/Stolen".

	Cornell Unive Risk Manage	ty nt and Public Safety	- IX	SEARCH CORNELL:	go People more options
	Key Management	TEST*** Key Rings			
	Programs Locations	oster Comments Help			
	My Keys				
	Manage Keys	Assign Place In Storage Issue to Resp. Part	y Lost/Stolen Broken		
-	My Key Rings	Description Key Group # of Keys	Status Issuance Special Info?		
	-	Test Key Ring #1 Test Group B 2		0	
		Assign Place In Storage Issue to Resp. Part	y Lost/Stolen Broken		

- Note a brief description of the circumstances regarding the lost/stolen key ring.
- Click "Lost/Stolen".
- ✓ If a replacement key is needed, the request must be made to the KCC at the time of the report of the lost/stolen key. The KCC will request the new key by completing the <u>University Key Order</u> Form.

My Keys									
Manage Keys	Va	lid Key G		Keystamp	Keyset	KeySeq		Special Info	Issuance
My Key Rings	vali	d Test G	roup B	CCC101	CCC101	23	In Storage	Φ	A:B:C
	vali	d Test G	roup B	012	012	24	In Storage	Φ	A : B : C
		otes							
				0/10	00				
	C	Lost/Stolen	Ca	incel					
		T							

### > <u>To record a recovered lost / stolen key ring</u>:

(Notify CUP that the key has been recovered.)

- Go To "My Key Rings"
- **Choose** key ring that has been recovered by clicking in the checkbox
- **Click** "Place in Storage" (Note: the key must be placed in storage, prior to re-assigning to a key holder or responsible party)

Cornell Unive Risk Manage	ersity ment and Public Safety	SEARCH CORNELL:	go s 🔵 People more options
Key Management	***TEST*** Key Rings		
Programs Locations	Roster Comments Help		
My Keys			
Manage Keys	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
My Key Rings	Description Key Group # of Keys Status Issuance Special In	No? Actions	
	Test Key Ring #1 Test Group B 2 In Storage A : B : C No	Ø	
	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
	<b>†</b>		

- **Choose** the Facility by facility code or use the drop down menu. The last known storage location will automatically be entered. You may edit the location or if it is appropriate click "Place In Storage".
- Choose the room within the facility from the drop down options

or

- Choose a Custom Location from drop down options
- Identify cabinet or drawer and hook
- Note any information regarding the key ring
- **Click** "Place In Storage".

My Keys	
Manage Keys	Valid Key-Group Keystamp Keyset KeySeq Status Special Issuance Info
My Key Rings	valid Test Group B CCC101 CCC101 23 In Storage 🚺 A : B : C
	valid Test Group B 012 012 24 In Storage (D A : B : C
	Key Storage Info
	Facility 2921
	EAST HILL OFFICE BUILDING [2921]
	Room 220H 220H
	220H Custom Location V
	Cabinet A
	Hook
	Notes
	Notes
	0/1000
	Place In Storage Cancel
	▲

### To record a key ring as broken:

- Go To "My Key Rings".
- **Choose** the key ring you wish to mark as broken by clicking in the checkbox. Note that this will "break" all keys on the key ring. If you wish to indicate only one key as broken, see the next section to record one key on a key ring as broken.
- **Click** "Broken". This will remove all keys from the key ring. They will be listed individually in Manage Keys and each will have a status of "Broken". There will be no keys associated with this key ring.

	Cornell Universe Risk Managem	ity ent and Public Safety	SEARCH CORNELL:	go People more options
	Key Management **	*TEST*** Key Kings		
	Programs Locations	Roster Comments Help		
	My Keys			
	Manage Keys	Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
-	My Key Rings	Description Key Group # of Keys Status Issuance Special Info?	Actions	
		Image: Test Key Ring #1     Test Group B     2     In Storage     A : B : C     No	8	
		Assign Place In Storage Issue to Resp. Party Lost/Stolen Broken		
		Т		

- Choose Key Assignment Info (person at lock shop to "assign to")
- or
- **Choose** the *Facility* by facility code or using the drop down menu, which would be used if key(s) is being stored in your office before being sent to lock shop to destroy
- **Choose** the room within the facility from the drop down options
- or
- **Choose a** *Custom Location* from drop down options (Note: custom locations have to already exist. See section
- Manage Custom Storage Locations on page 59.)
- Identify cabinet or drawer <u>and</u> hook
- **Note** briefly describe where broken key ring has been stored until sent to Lock Shop to be destroyed or other pertinent notes.
- Click "Broken".

My Keys											
Manage Keys		Valid	Key Group					Special Info	Issuance		
My Key Rings		valid	Test Group B		CCC101		In Storage	<u> </u>	A:B:C		
		valid	Test Group B	012	012	24	In Storage	Φ	A:B:C		
		Key Selec	Assignment		elect a Loc	k Shop Us	er 💙				
		Key	Storage Inf	o				•			
		Facili	ty	2921 EAST	HILL OFF	ICE BUILD	ING [2921]		~	-	
		Room		220H 220H		~	-				
		Custo	m Location	Se	lect a Cust	tom Locati	on 💌		-		
		Cabin		A		-	-				
		Drawe		В							
		Hook		С							
-	-	Notes									
				0/100	0						
		Brol	ken Cancel	D							

- > To record a key on key ring as broken:
  - Go To "My Key Rings"
  - **Choose** the key ring (where the key is that has been broken) by clicking the checkbox
  - Click Edit icon

		Cornell Univ Risk Manage	ersity ement	and	l Public Safet	у		e		15 M	SEARCH COP	NELL: O Pages	People	go more options
	Key Ma	nagement	T***	'ES'	T*** Key Rings									
	Programs	Locations	Ros	ter	Comments	Help								
	My Keys													
	Manage Ke	ys		As	ssign Place In S	itorage Iss	ue to Resp. Part	ty Lost/Sti	olen Brok	en				
+	▶Ny Key Rin	gs			Description	Key Group	# of Keys	Status	Issuance	Special Info?	Actions			
		-		V	Test Key Ring #1	Test Group I	3 2	In Storage	A : B : C	No	/			
				As	ssign Place In S	itorage Iss	ue to Resp. Part	ty Lost/Sti	olen Brok	en				

• Click K to remove key from key ring

C R	Cornell Univ Risk Manage	ersity ment and I	Public Safety			Vanama Vanama Statu	SEARCH CORN	ELL: Pages	Peo
Key Mar	nagement	***TEST	*** Key Rings						
Programs	Locations	Roster	Comments	Help					
My Keys									
Manage Key	5	Key Ri	ng Description	Test Key Ring #1		]			
 My Key Ring	5	Key Gr	roup	Test Group B					
		Save	e Cancel						
		Key Sta	imp Sequence	Special Information	Actions				
		012	24	Show Special Rooms	× +				
		CCC10	1 23	Show Special Rooms	×				

This will take you to the Place in Storage screen.

• **Click "**OK".



This will take you to the "Place in Storage" screen.

- **Choose** the *Facility* by facility code or using the drop down menu, which would be used if key(s) is being stored in your office before being sent to lock shop to destroy
- Choose the room within the facility from the drop down options

or

- **Choose a** *Custom Location* from drop down options (Note: custom locations have to already exist. See section
- Manage Custom Storage Locations on page 59.)
- Identify cabinet or drawer and hook
- Note any pertinent notes.
- Click "Place in Storage".

Cornell Uni Risk Manag	iversity gement an	d Public Safe	ety							SEARCH CO	People
Key Managemen	t ***TES	T*** Key Instan	ce State Managem	ent							
Programs Locations	Roster	Comment	; Help								
My Keys											
Manage Keys	Vali	d Key Group	Keystamp	Keyset	KeySeq	Status	Special Info	Issuance			
My Key Rings	valid	I Test Group B	CCC101	CCC101	23	In Storage	Φ	A:B:C			
riy key hings	valid	Test Group B	012	012	24	In Storage	Φ	A:B:C			
	Ke	y Storage Inf	o								
	Fac	cility	2921								
	Ro	0.00	220H	HILL OFF	ICE BUILL	ING [2921]		<b>~</b>	-	-	
			220H		~	-					
	Cu	stom Location	S	elect a Cus	tom Locati	on 💌	-	_			
	Ca	binet	A		-						
	Dra	awer	В								
	Ho	ok	С		-						
	No:	tes									
			0/100	0							
	F	Place In Storage	Cancel								
		<b>†</b>									

Now that the key has been removed from the ring, you will need to mark the key as broken. See "To record a broken key" on page 71.

### **Reports**

Currently reports are available for individual key transactions. These will allow you to print a summary of all of the keys that have been issued to an individual by you as the AKCC. In the near future, additional reports will be available to facilitate the annual review of key inventories.

- > To create an individual transaction log:
  - Go To "Reports"

• Choose "Individual"	
My Keys	Individual Report
Manage Keys	Group Report
My Key Rings	
Reports	

- Enter the netid of the person you would like a transaction log for
- Click "View Report"

My Keys		
Manage Keys	Enter a NetID	View Report
My Key Rings		Ī
Reports		

The transaction log will display on the screen.

• **Choose** "Excel version of report" to get a report you can print and have the keyholder sign.

My Keys									
Manage Keys	Enter	a NetID			Vie	w Report			
	Excel	ersion	of report						
Reports		KCC or A	KCC Marga	ret Elizabeth Matt	a		Keys Issue	ed To: Paula Hop	be Grantier
								Netid: phg1	
							Phone Nu	mber: 607-254-	1575
						C	Cornell Affili	ation: staff	
	K Gro	ey Key Ip Set	-			Date and Time Issued	Due Date	Access Room(s)	Access Notes Building
	dp test group	KA	KA	2	Issued to Resp. Party	03/13/2009 03:58 PM	06/30/2009	grandmaster	

A dialog box will appear indicating that you have chosen to open an excel file.

• Choose "Open with Microsoft Office Excel (default)"

Opening kms_report_dp338.xls	×
You have chosen to open	
kms_report_dp338.xls which is a: Microsoft Excel Worksheet from https://cfu.supa.coldf.vice.com/	
from: https://cft-rmps.coldfusion.cornell.edu What should Firefox do with this file?	
Open with Microsoft Office Excel (default)	
$\hfill\square$ Do this <u>a</u> utomatically for files like this from now on.	

An additional dialog box will appear asking if you are sure the file is OK to open.

• Choose "Yes."

Microsoft	Office Excel
<u>.</u>	The file you are trying to open, 'kms_report_dp338.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
	Yes <u>H</u> elp

		kms_report_dp338 [	[Read-Only] - Microsof	't Excel					_ = >
Hame Insert PageLayout Formul	las Data Review View	Developer Acrol	фat						🔞 – 📼 🗙
Cut Calibri - 11 -		Wrap Text	General ·					Σ AutoSum *	Ay m
Сору					Format (	ell Insert	Delete Forma	📑 Fill 👻	ZI uru
🗸 🚿 Format Painter		Merge & Center *	\$ - % + .00 +.1	Conditional Formatting	as Table * Sty			Clear *	Filter * Select *
Clipboard 🕞 Font	Alignment	t D	Number	6	Styles		Cells	Ed	iting
A1 • ( fx Organiza	ation/Department:								3
A B	C D	E	F	G	Н	4	J.	К	L
1 Organization/Department:	Keys Issued To:	Laura E. Cecere							
2 KCC or AKCC Daneen Phillips		lec37 607-254-6477							
3 4	Phone Number: Cornell Affiliation:								
5	comen Annadon.	starr							
6 Key Group Key Set	Key Stamp Sequence Number	Status Da	ate/Time Issued D	ue Date Acce	ess Room(s)	Access Build	ing Notes D	ate/Time Signe	d In Signiture of Al
7	<u> </u>								
8 dp test group KA	KA 6	Assigned	3/30/2009 9:09 4/	/15/2009 gran	dmaster				
9									
10 By signing this form, I agree to the requirement		th in Policy 8.4 - Man	nagement of Keys a	nd Other Acce	ess Control S	ystems. Spec	ifically I agre	e to:	
11 - Maintain control of issued access control de									
12 - Prevent unauthorized use or duplication of									
13 - Relinquish access contorl devices when I no	•	0				in the second			
14 - Immediately notify my supervisor and the	key control coordinator or Assoc	clated key Control C	oordinator signing	this form of a	lost or stole	пкеу			
15 16									
17									
18 Signature of Key Recipient			Da	ate					
19									
20									
21 © 2009 Cornell University, Custom Applicatio	ons Last Update: February 27, 200	9							
22 Send questions and comments to KMS Suppo	ort Page Report a problem								
23									
24									
25									
26									
27									

An Excel file will open with the transaction log for the keyholder.

Before printing this file, you'll want to make sure it will print on one page.

- From the Microsoft Menu in the top left
- Choose "Page Setup"



, choose "Print", "Print Preview"

- Choose "Landscape" for the Orientation
- **Choose** "Fit to 1 page wide by 1 page tall" to fit the log on one page. You may need to choose 2 or more pages tall if the keyholder has a large number of keys.

Page Setup	? ×
Page Margins Header/Footer Sheet	
Orientation	
A C Portrait A C Landscape	
Scaling	
C Adjust to: 100 🚔 % normal size	
► Fit to: 1 🛖 page(s) wide by 1 🛖 tall	
Paper size: 8 1/2x11	-
Print guality: 600 dpi	-
First page number: Auto	
Optic	ons
ОК	Cancel

• Click "OK"

- Have the keyholder sign the transaction log
- **Sign** the transaction log yourself and file the log appropriately. This log will be used to capture the keyholder's signature when the keys are returned.

# <u> Appendix A – Forms</u>

The following is a list of the forms available to help you manage access control:

FIRST, each unit and college must first authorize Key Control Coordinators (KCC) and Access Control Coordinators (ACC)

We are currently renewing authorizations for those that manage keys and access control devices for each college and unit. If you haven't completed this authorization since June 25, 2009 you will need to complete a new authorization.

<u>Authorization of Access Control Coordinators and Key Control Coordinators</u> is required by Deans and VPs. The authorization form should be completed, printed, signed and submitted to the Cornell University Police Crime Prevention Section in G-2, Barton Hall.

**Designate to the Vice President or Dean** This form may be used by the Dean or VP to designate an individual responsible to assign Access Control Coordinators and Key Control Coordinators. After this form is signed by the Dean or VP and submitted to Cornell Police, the designate would have the authority to sign the <u>Authorization Form</u> for ACCs and KCCs.

After authorization of KCCs and ACCs, the following forms may be used to order keys, track transactions and conduct annual reviews

<u>University Key Order Form</u> This form is used to order keys from the University Lock Shop. Specific instructions for completing and submitting a request for keys are included at the top of the form.

**Transaction Log for Key Issuance and Annual Review** This log can be used to record transactions associated with inventory tracking and issuance of keys. It can also be used for the review of key inventories that must be completed at least every two years. Best practice shows that done more frequently, annually or twice a year, the review is easier to keep current.

# Appendix B – Frequently Asked Questions

### 1. What was the driver for the policy changes?

This policy has been updated as a result of extensive examination of public safety and security practices and policies at Cornell and in support of a strategic priority launched to provide a higher level of safety and security for our community. This update provides enhanced policy guidelines for the management of physical keys and sets a campus-wide standard for card-access systems.

### 2. I already inventory keys with my own system. Does this meet the policy requirements?

Your key inventory system must meet the following requirements from Policy 8.4:

*KCCs are required to maintain accurate documentation of all physical key transactions using a manual or automated system of record keeping. At a minimum, transaction records must contain the following information:* 

- Physical key assignment
  - Name of the device holder or storage location
  - Cornell affiliation of the device holder
  - Contact information for the device holder
  - Key set number and unique identifier of each key signed out
  - Due date for key, as appropriate
  - Date and time of sign-out
  - Date and time of sign-in
  - Signatory approval of the KCC or AKCC handling the transaction
  - Signatory approval of the recipient acknowledging that he or she alone will use this device as authorized
- Change in physical key access location
  - *Key system information (bitting number, keyway, etc.)*
  - Location to be accessed

### 3. If my current tracking system meets the requirements of the policy, why should I use the KMS?

Per Policy 8.4 you must use the KMS for spaces with special access restrictions:

All physical keys to spaces with special access restrictions (e.g., those with highly hazardous materials or highly valuable assets) must be inventoried in the university Key Management System (KMS).

The KMS is a central inventory system. It allows the university to track physical keys in one location, rather than in a number of isolated locations across campus. This is important in the event of an emergency. Police and emergency response personnel will be able to use the system for reference and more quickly restore a situation to safety.

Additionally, key inventories can be easily maintained and the KMS facilitates the review process of key inventories that must happen at least once every two years. The KMS ensures the key inventory requirements of Policy 8.4 are met. The KMS will also help units meet the requirement to review key inventories at least once every two years. If you do not use the KMS, your key inventory system is subject to auditing by the Cornell University Police.

Because the KMS is used by the Lock Shops (both PDC and Campus Life), as well as Facilities Customer Service, Building Care and the emergency services personnel, processing of key requests will be easier via the KMS and tracking of keys becomes much more efficient with a common system between all of these organizations. The cost to use the KMS is free and is therefore no more expensive than other current systems on campus. The KMS is maintained centrally and users are not charged a fee to use the system.

Phase II of the KMS project, expected to be complete during 2009, will include electronic routing of approvals. This means that keys may be requested and approved on-line – eliminating the need for routing paper forms within an organization to the KCC, then to the Cornell Police and on to the Lock Shop. This will considerable improve the efficiency of managing physical keys.

### 4. I'd like to use the KMS. How do I get my existing key inventory information into the KMS?

A data conversion process is available for importing key inventory information into the KMS. See

Appendix C – Importing Key Instance Information into the KMS.

### 5. How long has the system been in place? Who is using it?

The KMS went into production in January 2009. It is currently being used by both Lock Shops (PDC and Campus Life), Facilities Customer Service, Building Care and the units that were involved in the development of the system, including: the College of Veterinary Medicine and the College of Human Ecology.

### 6. Who was on the committee to develop the KMS?

The development committee for the KMS included a large number of stakeholders including: representatives of both Lock Shops (PDC and Campus Life), the Cornell University Police, Facilities Customer Service, Building Care, Campus Life administration, the College of Human Ecology and the College of Veterinary Medicine. CIT Information Services provided the business analysis, programming and database support.

The stakeholders involved in the development of the system have a strong knowledge about keys and key systems. Their organizations are varied in the way they manage KCCs and AKCCs. The systems also range in size. The College of Veterinary Medicine has more than 10,000 key instances that are being managed within the KMS.

### 7. How will you help me get started with the KMS?

Please review the slide presentation on-line at <u>www.rmps.cornell.edu/keysinfo</u> for a brief overview of the KMS and how it works.

A key inventory conversion process is available to help you transition your existing data into the KMS. See

Appendix C – Importing Key Instance Information into the KMS for more information.

We will provide regular training classes on how to use the KMS. Please check the website (www.rmps.cornell.edu/keysinfo) for training class information.

# 8. The policy says that all keys must be stamped with a unique identifier within 2 years. How do I accomplish this?

We recommend stamping each key with a unique sequence number in addition to the key stamp or key set. (Reference

Key Parts on page 13.) Risk Management & Public Safety has made available kits that may be borrowed to stamp your organization's keys. Contact the PDC Lock Shop at x5-7112 to request the next available stamping kit.

We recommend performing stamping on keys during the annual review of the KCC's key inventory. As each key in the inventory is verified it can be stamped. A best practice we've seen is to inventory and stamp the keys during an individual's annual performance dialogue.

In the interim until you get your keys uniquely identified with sequence numbers, the KMS will identify keys with duplicate sequence numbers when you go to issue the key. This will be a reminder that the key should be stamped with a unique sequence number before issuance.

### 9. How is facility and people information kept current?

The KMS ties to the facilities inventory and PeopleSoft, pulling both facility and people information into KMS and avoiding duplication of this information within the KMS. This ensures that the university's data of record is used for all transactions within the KMS.

### 10. What if I need additional help or have questions about the KMS?

First contact your KCC for help with the KMS. If your KCC is unable to address the question, send a request to <u>kmsusers@cornell.edu</u>.

# Appendix C – Importing Key Instance Information into the KMS

As of the publishing of Version 1.0 of this manual, the key conversion process in just being finalized and is expected to be complete in August 2009. As soon as the final forms and process are available, this manual will be updated and posted on the following website: <u>www.rmps.cornell.edu/keysinfo/kmsinfo</u>.