

## Instructions for key request.

Click on Key Request Form. When that page opens you must enter your name and email address and supervisor name and email address. Here you can also enter the email address for Lauren Gregg if you need access to the Acuff center, Jennifer Hay's email if you need access to the Clayton Annex (students only), Jim Brister's email if you need access to the Seawater Research Lab or Brian Watkins name and email address if you need access to the Marine Safety Office. Then click on Begin Signing and more options will come up. This is where you can click on which buildings you need access to and you can enter any keys that you need.