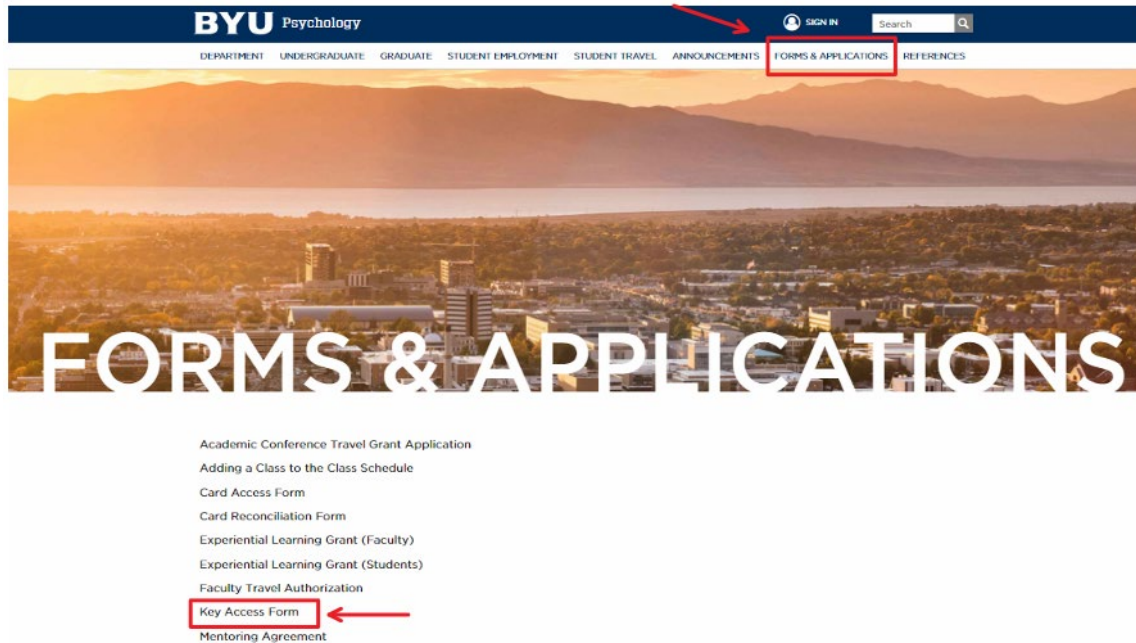


# Keys

You and some of your student employees will need keys to your office, labs, or other rooms. We can order these keys from the Key Office.

## Ordering Keys

To order keys, go to this link: [Psych Dept. Key Request](#) OR go to the Psychology webpage ([psychology.byu.edu](http://psychology.byu.edu)) under the "Forms & Applications" tab and click on "Key Access Form"



Once we receive the request, we will process it and get the necessary keys.

## Supervisor Approval

When we receive a student's request for keys, we will send a screenshot of the request to their supervisor (you) to receive confirmation from you that the student can have those keys. Please respond to those messages promptly because we will not order the keys until we get the approval from you.

## Returning Keys and Key Audits

Returning Keys-please give keys back to the student secretary in the Psych office so that we can record the return date and return the keys to the key office.

Key audits-each year usually around February or March, we run a key audit to verify that everyone has the keys assigned to them and that former employees (student and faculty) have returned their keys.