**Procedures to Request a Key:**

Fill out the [Key Request Form](https://snre.arizona.edu/sites/snre.arizona.edu/files/Key_Request_and_Keyless_Bldg_Entry_02-18.pdf) and have your supervisors sign for approval.

Put the key request form with a copy of your CatCard in the SNREBIZ mailbox outside of ENR2 Room N327.

We will contact you by email when the paperwork is ready to be picked up.

**Procedures for Building Access:**

Please follow the same procedures above.

In addition, we will send you a link once your Cat Card has been entered into the database so you can assign yourself your own PIN.