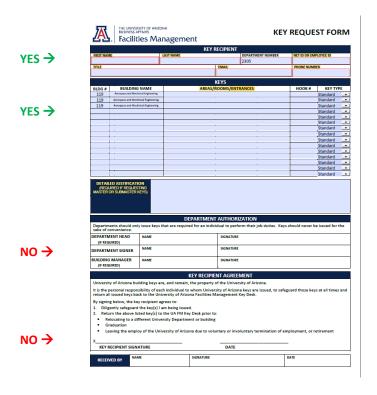
https://ame.arizona.edu



Key Request Instructions

- 1. Download Key Request form from AME resource tab and save to desktop.
- Save form as "Key request First Name Last Name".
- 3. Fill top portion of form. See screenshot below:



- 4. Select "Save As" once form is complete.
- 5. Send key request to supervisor for email approval (not signature on form).
- (Option 1) Once email approval is received, forward approval and key request to <u>AME-</u> Key Request@ame.arizona.edu

OR

(Option 2) Once approved, supervisor must send approved form to AME-Key Request@ame.arizona.edu