

We recommend using Mozilla Firefox, Safari, or Google Chrome for optimum functionality.

How to Get to the Forms Application

You can get to the Forms Application in two ways.

Option 1

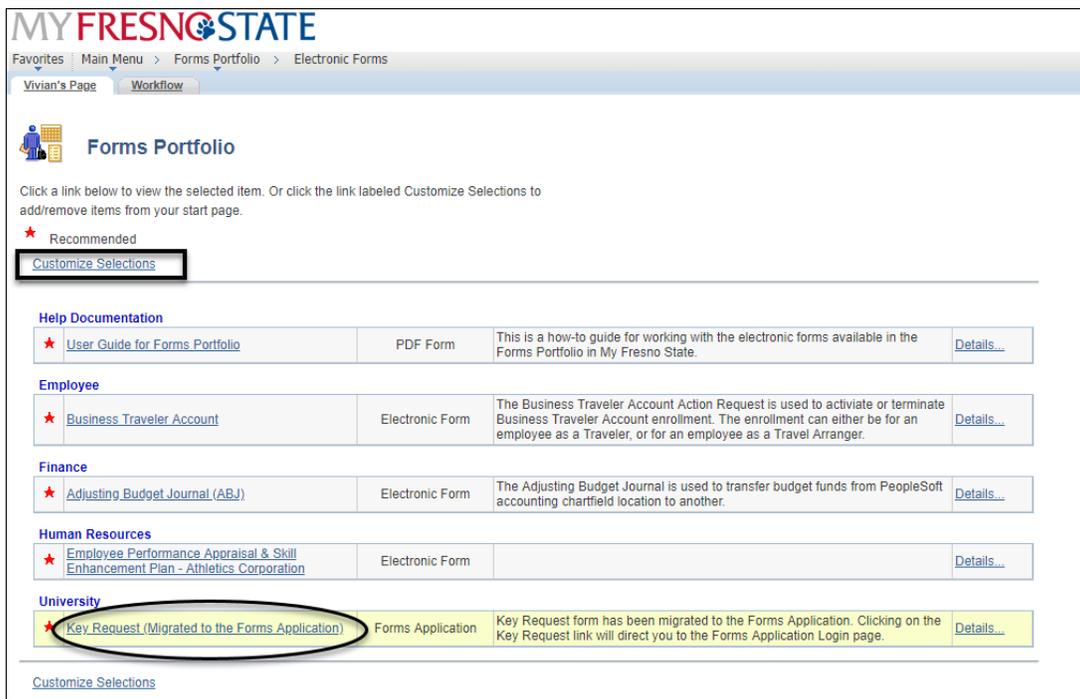
1. Go to my.fresnostate.edu to sign in
2. Click on the **Forms Portfolio** link



3. Click on **Electronic Forms** link

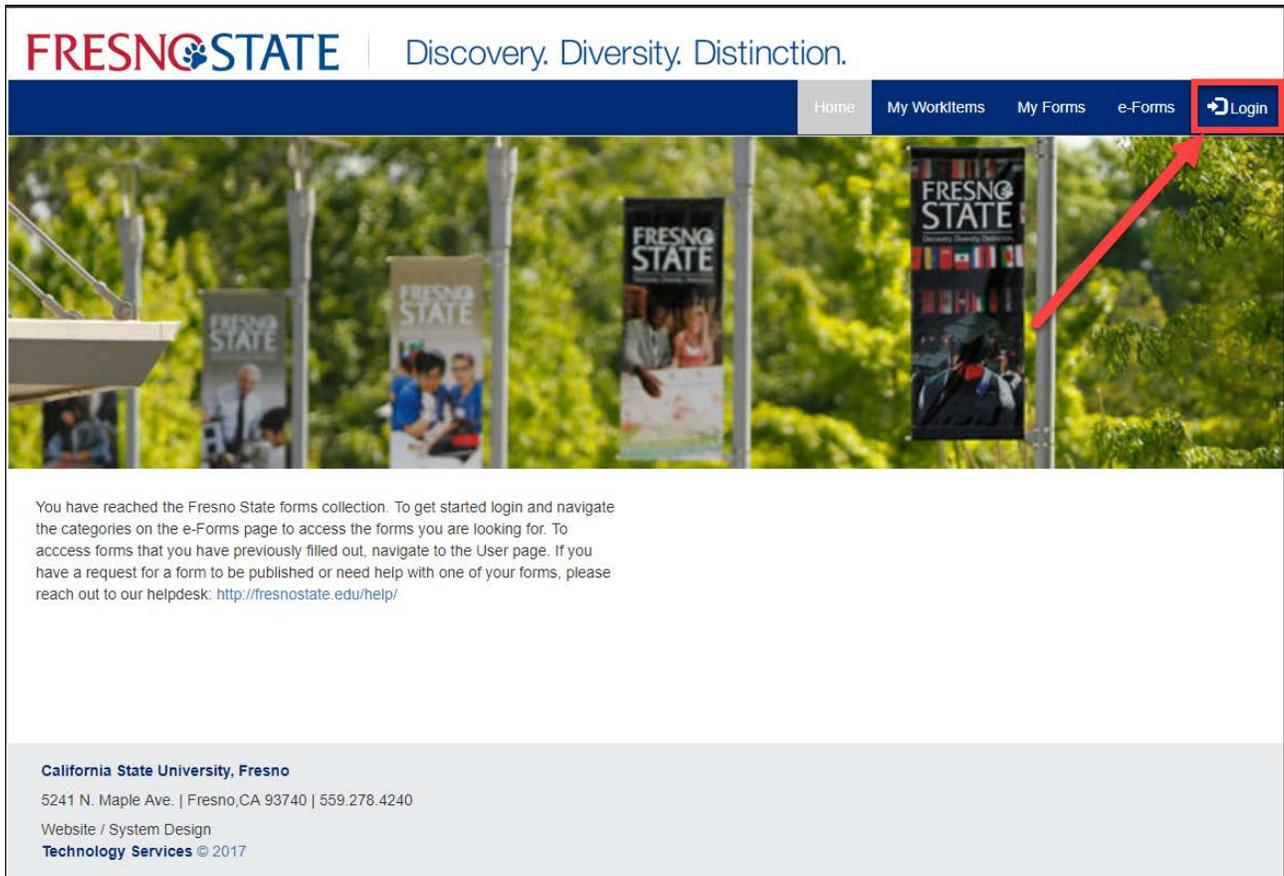


4. Go to the **University** section and click the **Key Request** link. If the Key Request link does not appear on your menu, click on the Customize Selections link.



Option 2

1. Go to <https://forms.fresnostate.edu/>
2. Click on the **Login** link.
3. If you are already signed into a Fresno State application then you will be automatically logged in after clicking Login. If you are not signed into any Fresno State application, then sign in with your Fresno State credentials using your username and password. Click **Login**.

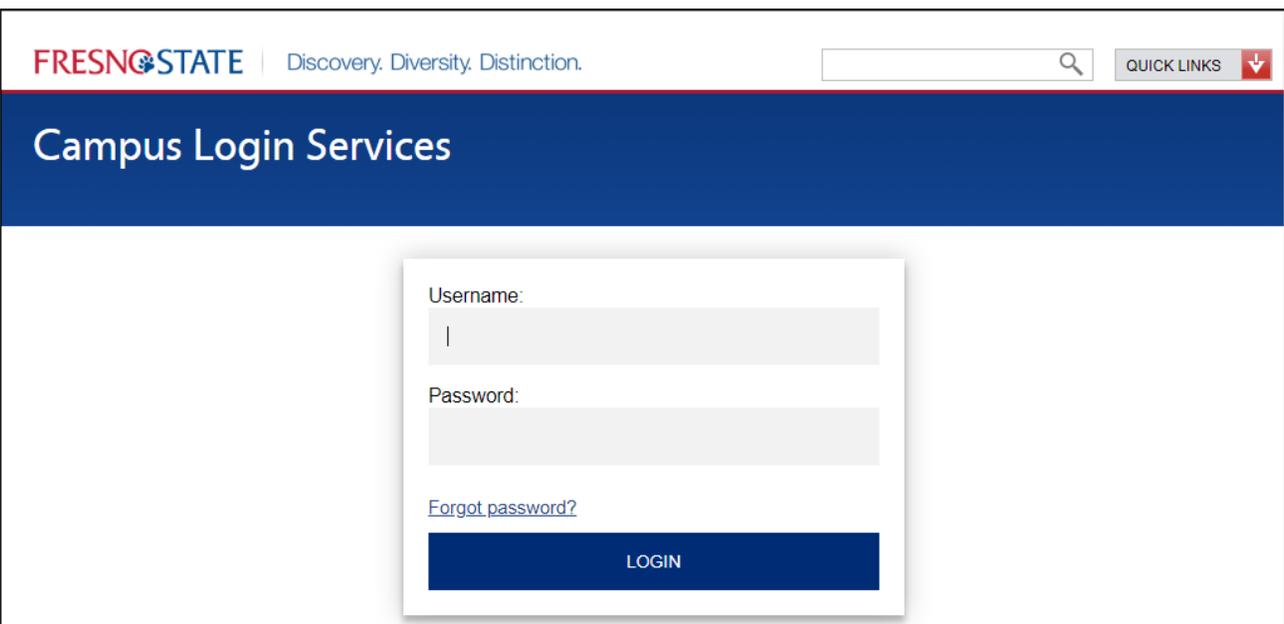


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Home My WorkItems My Forms e-Forms **Login**

You have reached the Fresno State forms collection. To get started login and navigate the categories on the e-Forms page to access the forms you are looking for. To access forms that you have previously filled out, navigate to the User page. If you have a request for a form to be published or need help with one of your forms, please reach out to our helpdesk: <http://fresnostate.edu/help/>

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QUICK LINKS

Campus Login Services

Username:

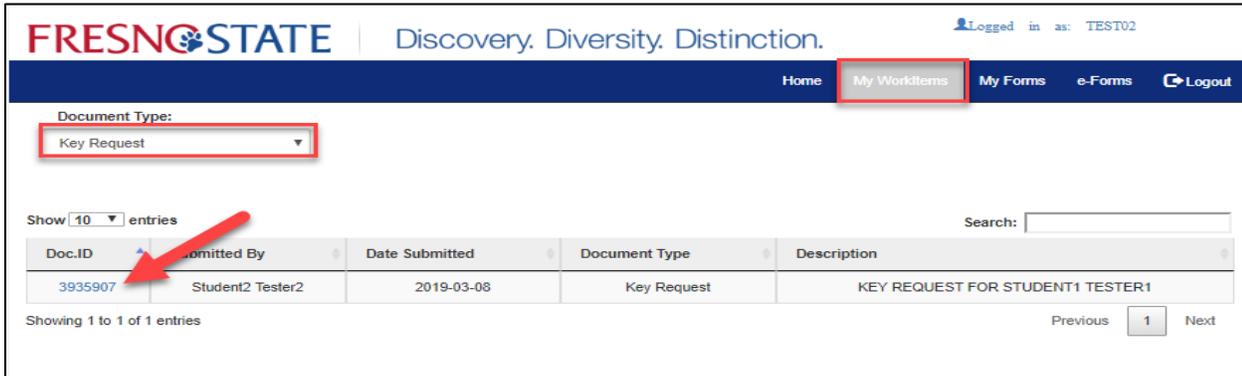
Password:

[Forgot password?](#)

LOGIN

How to Approve or Deny a Request

1. Go to **My WorkItems**.
2. Select **Key Request** from the **Document Type** list. Under **My WorkItems**, it will give you a list of all of the requests that you need to take action on.
3. Click on the Doc.ID of the request you want to process. The request form will open up for you to review and approve/deny.



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Home My WorkItems My Forms e-Forms Logout

Document Type: Key Request

Show 10 entries Search:

Doc.ID	Submitted By	Date Submitted	Document Type	Description
3935907	Student2 Tester2	2019-03-08	Key Request	KEY REQUEST FOR STUDENT1 TESTER1

Showing 1 to 1 of 1 entries Previous 1 Next

4. After reviewing the request you can approve or deny the form.
 - ✓ To Approve click on the **Approve** button at the bottom-left of the form. The below Task Success! message will appear and click on the Close Window button.



Task Status

Task Success!

Close Window

- ✓ To Deny click on the **Deny** button.
 - When you click Deny, you will be required to enter the reason you denied the request. Then click **Save Changes**. The requestor will have the ability to view your notes for the denied request.



Task Status

250 characters remaining

Close Save changes

Once you approve or deny the request, the process will no longer be listed under your My WorkItems.

Key Request

Access is being requested for employee or student/student employee

▼ Contact Information

Employee/Student ID*	Name*
<input type="text" value="100000001"/>	<input type="text" value="Student1 Tester1"/>
Email*	Phone
<input type="text" value="jhowell@mail.fresnostate.edu"/>	<input type="text"/>
Department*	
<input type="text" value="11111 - Department Test 1"/>	

▼ Keys Requested *

Key Type*	Replacement?	Building*	Access Level	Room*	Lockbox?	
Metal Key	<input type="checkbox"/>	INDUSTRIAL TECHNOLOGY (GROSSE INDUSTRIAL TECH)	Door Key	TECH SERVICES KEY (IT 156, NG 118 IDF)	<input type="checkbox"/>	
<input type="button" value="+ Add Row"/>						

▼ Purpose

(Justification required for master level key or student)