

# MetaBIM Facilities Link Key Request

A one-stop shop for all access  
control needs.

# Utilize your Fresno State Single-Sign on Credentials.

STATE<sup>®</sup>

Welcome to FacilitiesLink!

## Campus Accounts



Login through the Portal  
Single Sign-On Access

## Guest Accounts



Login to FacilitiesLink  
Using Guest Access

[fresnostate.metabim.com](https://fresnostate.metabim.com)

## Public Dashboard

### Request Keys

-  My Key Requests (97)
-  Approvals Pending (0)
-  Ready for Pickup (2)
-  My Keys Issued (2)



Submit new key requests, review pending and completed requests, and track which keys are issued to you all in one place.

## Key Requester

**Requester Name: \***

DEMO USER

**Employee ID:**

**Job Title:**

USER

**Email Address: \***

fmcommunication@mail.fresnostate.edu

**Department:**

Facilities Management

**Phone Number:**

**Organization:**

Fresno State

**Requester Type: \***

Staff

**Requester auto-populates as you are signed in.**  
You need only specify your classification.

## Key Holder

**Key Holder Name: \***

DEMO USER

**Employee ID:**

**Job Title:**

USER

**Email Address: \***

fmcommunication@mail.fresnostate.edu

**Department:**

Facilities Management

**Phone Number:**

**Organization:**

Fresno State

**Key Holder Type: \***

Staff

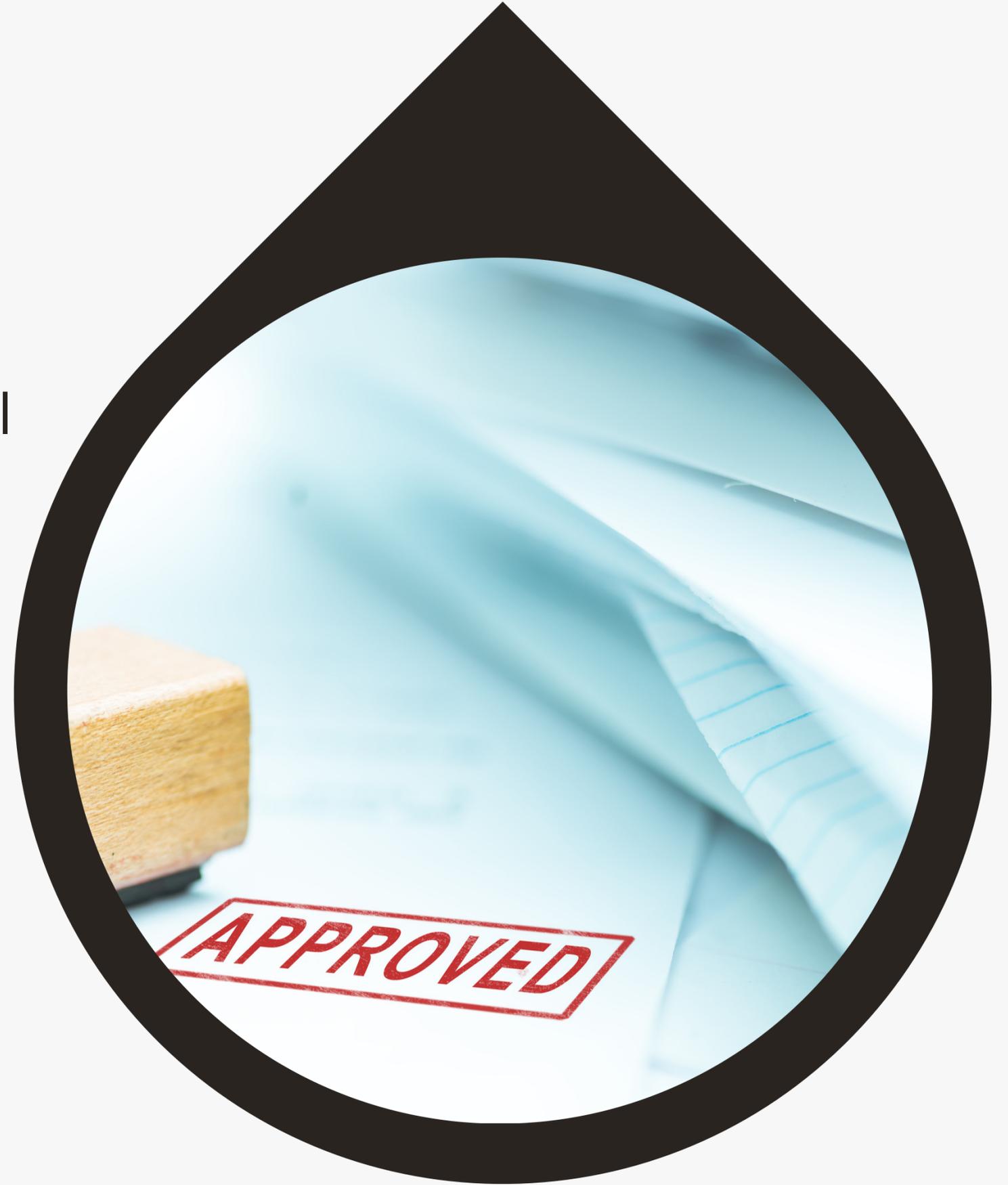
Begin typing key holder's name and they should pop up on a dropdown.

You need only specify their classification.

# Who is approving?

The request will route to the key holder's manager automatically as well as the key approver for the **sponsoring department.**

This is the department responsible for the space to which access is being requested.



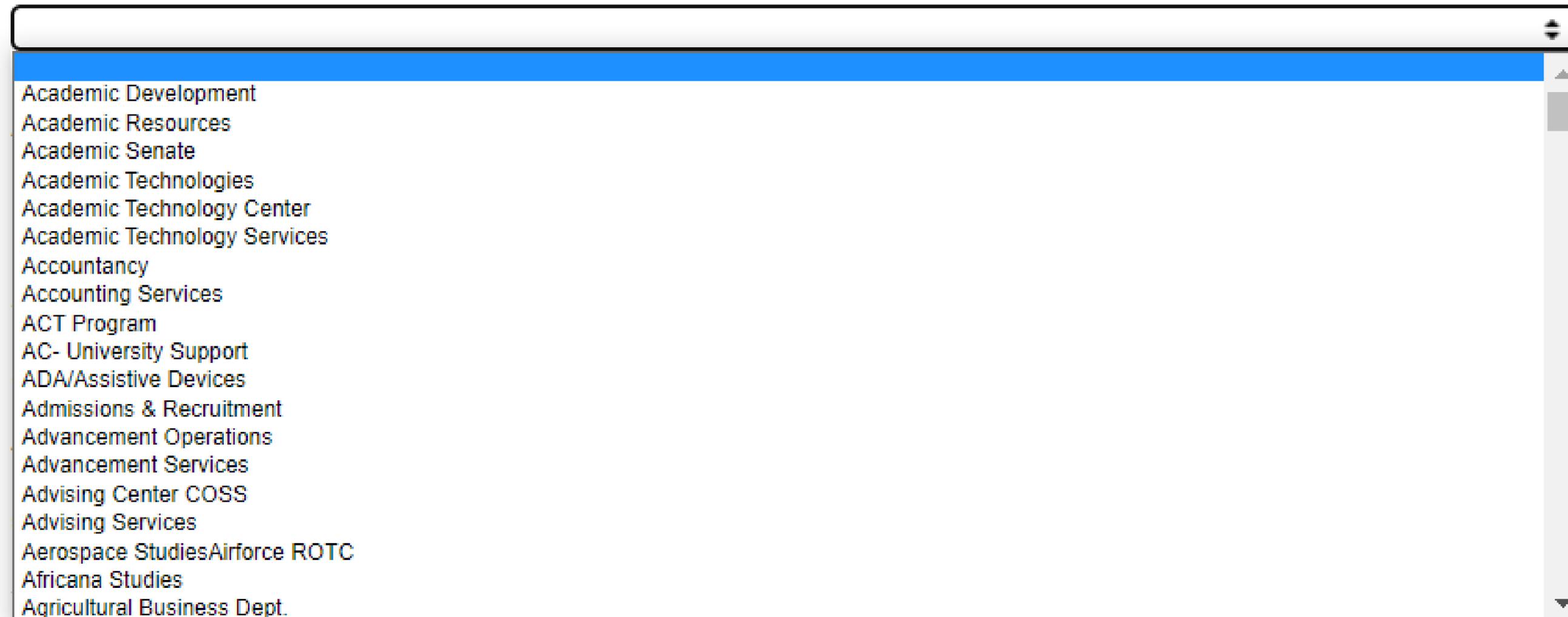
“

What if the key holder is a research student or entity who does not report to a specific manager?



# You must select "sponsoring department" from Fresno State's organizations.

Sponsoring Department:



Academic Development

Academic Resources

Academic Senate

Academic Technologies

Academic Technology Center

Academic Technology Services

Accountancy

Accounting Services

ACT Program

AC- University Support

ADA/Assistive Devices

Admissions & Recruitment

Advancement Operations

Advancement Services

Advising Center COSS

Advising Services

Aerospace StudiesAirforce ROTC

Africana Studies

Agricultural Business Dept.

Locations are linked to our Space Inventory database and will generate a dropdown

**Location or Key System \***

1. Corporation Yard Room 106
- 2.
- 3.
- 4.
- 5.

**Location or Key System \***

1. 2439 - 2439 |
- 2.
- 3.
- 4.
- 5.

OR you can write in the Key System (number engraved on key) if known.

# What other info do we need?



Key System Type:

  
 Door Key  
 Submaster Key

Physical Key Type:

  
 Metal Key  
 Electronic Card

Additional Information:

We require this key in order to conduct research.

# Track your requests here...

## Request Keys

 My Key Requests (2)

 Approvals Pending (0)

 Ready for Pickup (0)

 My Keys Issued (1)

Request 	Date	Key Requester	Key Holder
KR #000-128	04/29/2022	Meredith Sandrik	DEMO USER

Total: 1 Key Requests

Request Title	Status
Facilities Management Room 106	 Approvals Pending

# Are you the **key approver**?

You can find your requests to approve on the same dashboard.

Request Keys 

-  My Key Requests (100)
-  Approvals Pending (1)
-  Ready for Pickup (2)
-  My Keys Issued (2)

Sign-Off	
[ Pending ]	 

**One-click approval or denial.**

# You will receive an email to come to Facilities Management to pick up your key.



Make an appointment

To minimize crowds in the office.



Bring an official form of ID

So we can verify the keys are getting into the right hands.



Digitally sign

You can now track your state-issued keys and inform us if anything needs correction.

# Track your state-issued keys anytime...

## Request Keys

-  My Key Requests (2)
-  Approvals Pending (0)
-  Ready for Pickup (0)
-  My Keys Issued (1)

Keys Issued 

Key System

IS #000-012

 KS #2439 - 2439 ( Door Key )

Total: 1 Keys Issued

Key Holder

Start Date

End Date

Close-Out

Issue Status

 USER, DEMO

04/04/2022

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Checked Out



# FACILITIES MANAGEMENT

California State University, Fresno

## Questions?

Reach out to Facilities Management

559.278.2373