

User ID:

Password:

[Log In](#)

Facilities Management

[HOME](#)

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SIGN IN

Please log in using your Western account.

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Support Services Building

1151 Richmond Street

London, Ontario, Canada, N6A 3K7

Tel: (519) 661-2111

bwatso5@uwo.ca

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Facilities Management

HOME SEARCH/CHANGE ▼

CONTACT HELP

REQUEST A KEY

Name

ID #

Email Address

Phone #

Is this a replacement
for a lost or stolen key?

Department/Faculty

Building

Location

Notes to Approver

Submit

Steps to follow:

1. **Replacement?**
2. Choose your **Department/Faculty**
3. Choose the **Building** for the key you are requesting
4. Choose the **Location** (enter room # only)
5. Add any **Notes** you would like the Approver to see (i.e. your Supervisor's name)
6. **Submit**
7. **Request another key** (if needed)
8. **Log Out**
9. You will receive an email confirming your request

Location Note: The first 3 numbers that appear in front of the room # you selected, is the software's building number.

Facilities Management

[HOME](#) [SEARCH/CHANGE](#) ▾

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Thank you!

An email will be sent to you when your key is ready for pickup

[Request another key](#)

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