

Facilities Services - Extras Admin



Please Log In

username:

doej

password:

current email password

Please login using your Novell client login including your department container (the "dot your department" at the end of your username) and password. The Novell login is the first Username and Password you use when you start up your computer. For example, if your name is John Doe and you work in Human Resources, your Novell client login may be "doej.hr".

If you do not know your department container, please contact the Help Desk at x12101. They can provide it for you.

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Executive Officer Approval-Key Request -Pending

This page contains a list of staff members that have requested keys.

[Pending](#) | [Approved](#) | [Denied](#) | [Archived](#)

Name	Entry Date	Status
Michelle Holstege	5/27/2010	Pending

As an Executive Officer you may have Supervisor and Executive Approval levels. Select which level you are approving.

Select the name of employee you wish to review.

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Supervisor Approval-Key Request Details

This page contains the key request details.

Campus:	Allendale Campus
Name of Requesting Individual:	Michelle Holstege
Department:	Facilities
Job Title:	Assistant
Date Requested:	5/27/2010
Phone:	331-3845
Reason for Request:	Request Additional Access
Comments:	TEST ONLY!!!

Key Request

Type	Quantity	Building	Room	Lock #	Expiration	Pin	Key Code/Current #
key	1	MGM	MGM				MGM

Approval Log

Approval By	Type	Date Approved
Diane De Ryke	Supervisor	05/27/2010

Status: Pending

The Executive Officer approval will see the following. If there are comments - which supervisor has approved the request, as well as which keys are requested.

Select approve or deny from the pull down then click submit. A pop up will ask if you want to change the status of the request.