Instructions
1. Register for keys online
   → Go to web.mit.edu/atlas. Enter into Atlas as you normally would using your Kerberos ID
   → On the Atlas homepage Menu, select Service Request.
   → Under Service Requests, select Create Request.
   → Select Keys and fill in the required fields.
   → At the bottom of the page select Gina Franzetta as your key approver.
2. Complete this form. All information is required
3. Return this form to CMSE Headquarters (rm. 13-2106) in person, with your MIT ID

Keys Requested

Room Number:____________________

Applicant’s Information
Printed Name (as it appears on your MIT ID)

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>(if shown on ID)</th>
</tr>
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<tbody>
<tr>
<td>MIT ID Number</td>
<td>Email Address</td>
<td>__________________</td>
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<tr>
<th>Cell Phone Number</th>
<th>Department</th>
<th>__________________</th>
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Position (Circle one):
- Faculty
- Post Doc
- Graduate Student
- Undergraduate Student
- Research Specialist
- Visiting Scientist
- UROP
- Staff
- Other_____________________________

Applicant’s Signature_____________________________________________________

Principal Investigator Info

Printed name of PI ____________________________________________________________________________

Approval Signature______________________________________________________________
Principal Investigator or Principal Investigator Designee

Submit this form to CMSE Headquarters in room 13-2106 after completing your online key request in Atlas.
For questions, please call 617.253.6850, or email www.cmse@mit.edu