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. From here, proceed with entering your information and the information to where you require
      room access. Be sure to 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
Building Number: ___________ Room Number: ___________ Key Number: ___________

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

Last       First       Middle Initial       (if shown on ID)
MIT ID Number ___________
Cell Phone Number ___________ Email Address ___________
Department ___________ Your Office Number ___________

Position (Circle one):
Faculty       Post Doc       Graduate Student       Undergraduate Student
Research Specialist       Visiting Scientist       UROP       Staff
Other ____________________________________________

Applicant’s Signature ____________________________________________

Principal Investigator Info
Approval Signature ____________________________________________

Principal Investigator or Principal Investigator Designee

Printed name of PI ____________________________________________

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