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## Accessing Keys at Kingston Health Sciences Centre:

### REQUESTING KEYS FOR STUDENTS AND TRAINEES

Students and trainees cannot request keys for themselves. Supervisors must complete an electronic “KHSC Security and Life Safety Request Form” on their behalf and have the keys issued to them directly which they can give to their student/trainee. The electronic application is available at the link below. You must be logged within KHSC’s firewalls (on KHSC’s intranet) to be able to complete and submit the form:

<https://khscnow.kingstonhsc.ca/security/document/6926>.

Steps to complete the form:

- The principal investigator (supervisor) or their delegate would fill out their information as the primary contact for the student or trainee.
- Under “Request”, please specify that you are “*Requesting keys for your student/trainee*”. In this “Request” space you also need to provide the student’s or trainee’s name and contact information (phone, email, hospital office location).
- Under “Key Request”, the supervisor lists their name, title, and contact number and also lists the wing(s)/door number(s) of the keys needed (i.e. Victory 2, Room 3-2-208).

A separate electronic submission requesting keys is required for each student/trainee.

Keys will be issued to the student’s/trainee’s supervisor after KHSC’s Protection Services Office has approved the application. Once the supervisor receives this email, he/she must report to KHSC-KGH Site’s Protection Services Office located on Dietary 1 to pick up the keys. Students and trainees

will not be issued keys. Keys are available to be picked up between 8:00 am to 4:00 pm, Monday to Friday. Supervisors will need to show their KHSC ID Badges to pick up the keys.

Keys must be returned to KHSC's Protection Services Office when no longer needed: after the student/trainee has left. Please do not transfer keys from one student/trainee to another. KHSC's Protection Services Office must be notified in order to update their internal records for security reasons. If the keys are being re-issued immediately to another student/trainee, please advise KHSC's Protection Services Office that you would like to transfer ownership of the keys from one student/trainee to another so that you do not have to order another set of keys and KHSC's Protection Services Office's internal records are updated. If no one needs the keys immediately, please return them to KHSC's Protection Services Office. A new set can be issued at a later date.

### REQUESTING KEYS FOR RESEARCH STAFF

Research staff can be issued keys directly. Supervisors must complete an electronic "KHSC Security and Life Safety Request Form" on their behalf and then the keys can be issued to research staff directly. The electronic application is available at the link below. You must be logged within KHSC's firewalls (on KHSC's intranet) to be able to complete and submit the form: <https://khscnow.kingstonsch.ca/security/document/6926>.


Steps to complete the form:

- The principal investigator (supervisor) or their delegate would fill out their information as the primary contact for the research staff.
- Under "Request", please specify that you are "*Requesting keys for your research staff*".
- Under "Key Request", the supervisor lists the research staff's name, title, and contact number and also lists the wing(s)/door number(s) of the keys needed (i.e. Victory 2, Room 3-2-208).

A separate electronic submission requesting keys is required for each research staff.

Keys will be issued to the research staff after KHSC's Protection Services Office has approved the application. Once the research staff receives this email, he/she must report to KHSC-KGH Site's Protection Services Office located on Dietary 1 to pick up the keys. Keys are available to be picked up between 8:00 am to 4:00 pm, Monday to Friday. Research staff will need to show their KHSC ID Badges to pick up the keys.

Keys must be returned to KHSC's Protection Services Office when no longer needed: after the research staff has left. Please do not transfer keys from one research staff to another. KHSC's Protection Services Office must be notified in order to update their internal records for security reasons. If the keys are being re-issued immediately to another research staff, please advise KHSC's



Protection Services Office that you would like to transfer ownership of the keys from one research staff to another so that you do not have to order another set of keys and KHSC's Protection Services Office's internal records are updated. If no one needs the keys immediately, please return them to KHSC's Protection Services Office. A new set can be issued at a later date.