KEY AUTHORIZATION FORM

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. 13-2050) in person, with your MIT ID

Keys Requested

Room Number:________________________

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

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<th>Last</th>
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<th>Middle Initial</th>
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MIT ID Number __________________________ Email Address __________________________

Cell Phone Number _______________ Department __________________________

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 13-2050 after completing your online key request in
Atlas. For questions, please call 617.253.6850, or email www.cmse@mit.edu