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. 13-2106) 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 (if shown on ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 13-2106 after completing your online key request in Atlas.
For questions, please call 617.253.6850, or email www.cmse@mit.edu