



MASSACHUSETTS INSTITUTE OF TECHNOLOGY
CENTER FOR MATERIALS SCIENCE AND ENGINEERING

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)

Last First Middle Initial (if shown on ID)

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