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)

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<th>Last</th>
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<th>Middle Initial (if shown on ID)</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 13-2106 after completing your online key request in Atlas.
For questions, please call 617.253.6850, or email www.cmse@mit.edu