ETH
Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich
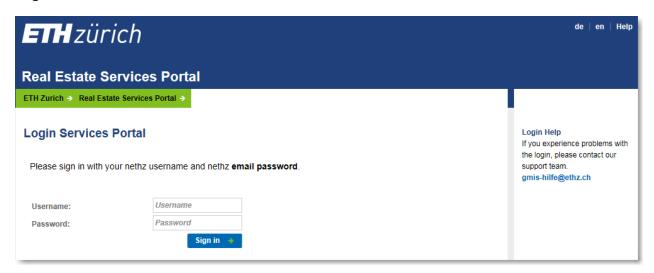
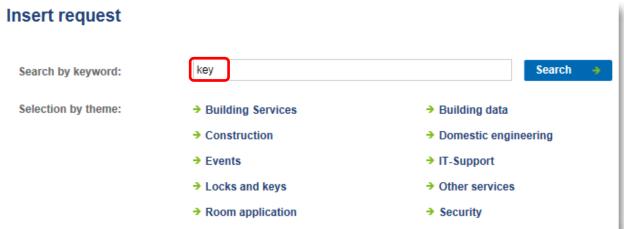**Real Estate Services Portal of ETH Zurich, key request (key order)**

Webpage Services Portal   http://www.immobilien-services.ethz.ch

After a successful logon (personalized ETH-net-login) to the Services Portal you can create/send and modify/cancel as well as view/follow-up (status changes) all kinds of requests and orders for all services of ETH Zurich.

Login to Services Portal

Search for ….

Select the correct order:

If you are only applying for electronic access, please use the following form: **Electronic access request for members of ETH Zurich**.
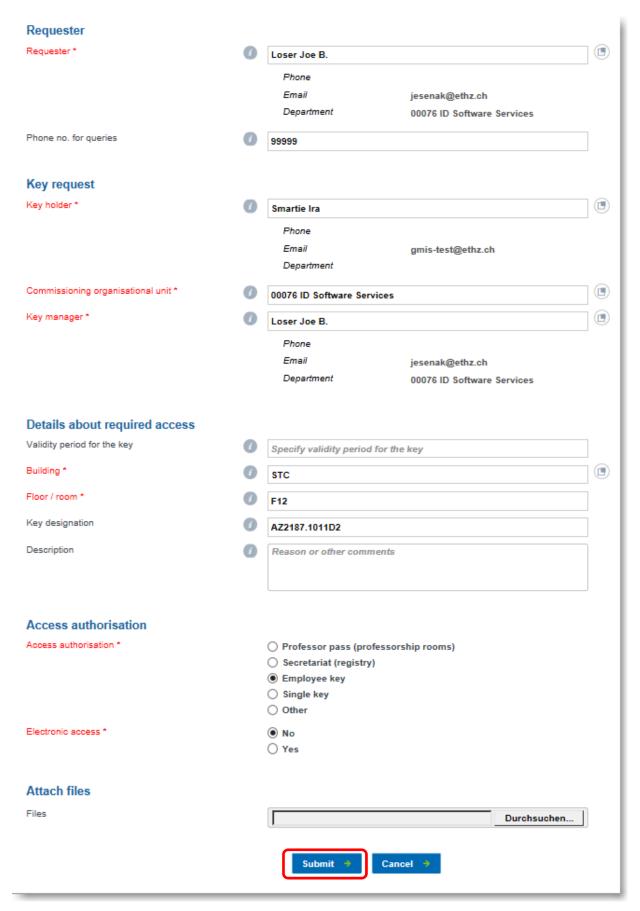
Key request for members of ETH Zurich

Requester

Requester *	🛈	Loser Joe B.
		Phone
		Email jesenak@ethz.ch
		Department 00076 ID Software Services
Phone no. for queries	🛈	99999

Key request

Key holder *	🛈	Smartie Ira
		Phone
		Email gmis-test@ethz.ch
		Department
Commissioning organisational unit *	🛈	00076 ID Software Services
Key manager *	🛈	Loser Joe B.
		Phone
		Email jesenak@ethz.ch
		Department 00076 ID Software Services

Details about required access

Validity period for the key	🛈	*Specify validity period for the key*
Building *	🛈	STC
Floor / room *	🛈	F12
Key designation	🛈	AZ2187.1011D2
Description	🛈	*Reason or other comments*

Access authorisation

Access authorisation *

- ○ Professor pass (professorship rooms)
- ○ Secretariat (registry)
- ◉ Employee key
- ○ Single key
- ○ Other

Electronic access *

- ◉ No
- ○ Yes

Attach files

Files	[ ] Durchsuchen...

[**Submit** →]   [**Cancel** →]

In *requests* you can modify/cancel and monitor all registered requests/orders

Next steps:

- The key manager (unless this is the person issuing the notification) will be notified of the key request by e-mail.
- The key manager will process the request online in the Services portal and authorise or reject it. The key manager, key holder and requester will be informed by e-mail.
- Once the request has been authorised by the key manager, the ISC will prepare the key.
- The key holder will be notified by e-mail as soon as the key is ready to collect.