

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

ETH zürich de | en | Help

Real Estate Services Portal

ETH Zurich > Real Estate Services Portal >

Login Services Portal

Please sign in with your nethz username and nethz **email password**.

Username:

Password:

Sign in →

Login Help
If you experience problems with the login, please contact our support team.
gmis-hilfe@ethz.ch

Search for**Insert request**

Search by keyword:

Search →

Selection by theme:

→ Building Services

→ Building data

→ Construction

→ Domestic engineering

→ Events

→ IT-Support

→ Locks and keys

→ Other services

→ Room application

→ Security

Select the correct order:

Key request for members of ETH Zurich →

ETH members: Application form for keys to buildings and electronic access to buildings



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 *

Phone

Email jesenak@ethz.ch

Department 00076 ID Software Services

Phone no. for queries



Key request

Key holder *

Phone

Email gmis-test@ethz.ch

Department

Commissioning organisational unit *

Key manager *


Phone

Email jesenak@ethz.ch

Department 00076 ID Software Services

Details about required access

Validity period for the key



Building *

Floor / room *



Key designation



Description

Access authorisation

Access authorisation *

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

Electronic access *

- No
- Yes

Attach files

Files

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

Requests

Open requests	open →
Edit / cancel requests	open →
Closed requests	open →
Open key requests	open →
Closed key requests	open →
Open event requests	open →
Closed event requests	open →

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.