

# HOW TO SUBMIT LOST KEY FORM

1. Log into your myUSI
2. Click on the Housing icon
3. Locate the (mobile friendly) Lost Key Form link.
4. Once you click the link you will be taken to a page like the one below.

## Housing & Residence Life Lost Key Notification Form

By clicking I Agree, you acknowledge a \$60.00 re-core charge will be billed to your student account.

I Agree

5. When click 'I AGREE' you acknowledge that a \$60.00 re-core charge will be billed to your student account. If you've lost your key card, you'll be charged \$60.00 for a lost key card.



### Thank you!

You've completed  
Lost Key Form for  
Newman Hall  
NE-308L1.

Maintenance will leave a note on your front door when your key is ready to be picked up. You'll pick up your key at HRL Main Office.



6. Maintenance will leave a note on your front door once they've replaced your lock. You and your roommates/suitemates will need to come to HRL Front Desk to pick up your new keys. If you lost your residence hall key an HRL staff member will notify you that you can come pick up your new key card.