

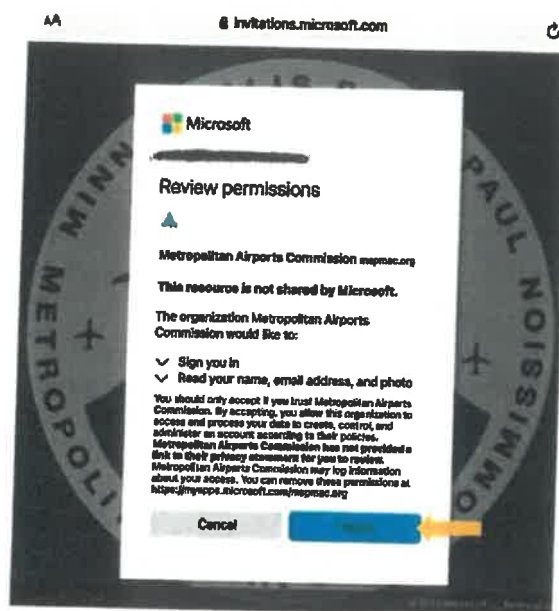
MAC Key Audits – Instructions

External Users Account Set-Up (Microsoft):

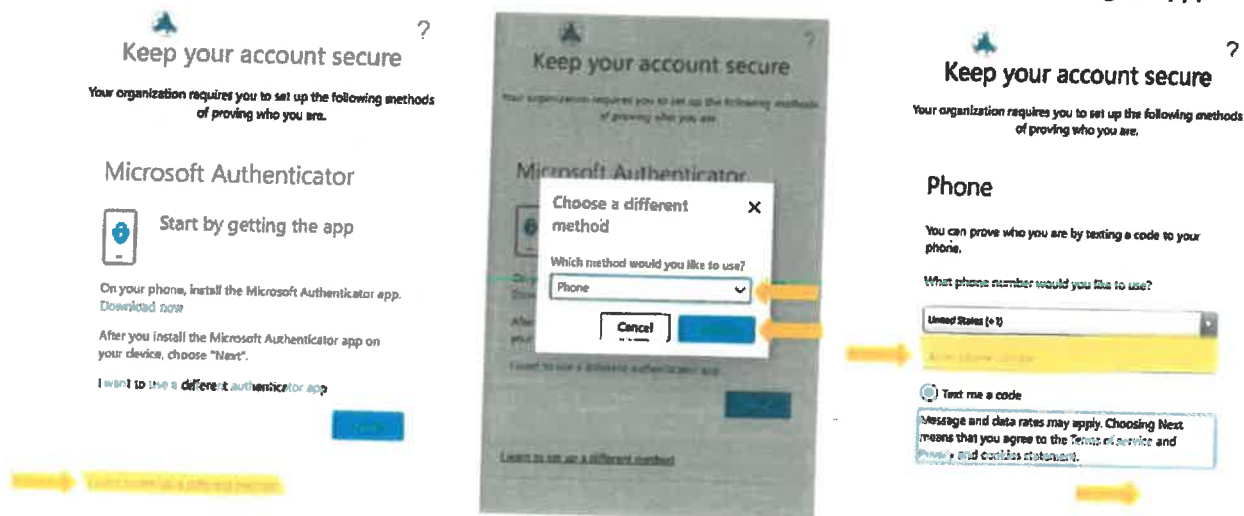
Initial Message from Microsoft:



Accept Permissions:



Authenticating your account (Click "I want to set up a different method" to avoid downloading an app):



- You will receive a text message with a code, enter the code in the space provided on your web-browser, and click "Next"
- You will then be prompted to re-enter your e-mail address and password again.

MAC Key Audit Instructions

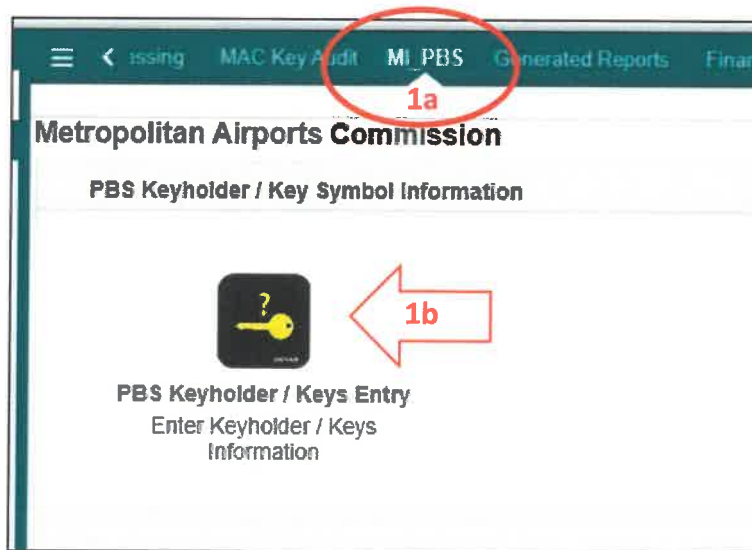
You will receive an initial email notification from mac-keyaudits@mspmac.org with the subject line; *Annual MAC Keys Audit Notification* announcing the audit has been launched!

To access the website, go to:

<https://myinfo.mspairport.com>

Follow the steps below to submit your Audit.

1. Navigating the Audit Site:
 - a. In the upper tool bar, scroll until you find the tab labeled, "MI_PBS" (see photo below for reference.)
 - b. Click on the tile labeled, "PBS Keyholder / Keys Entry" to be directed to the page where you will enter your key audit information.



2. You will be brought to the page below:

The screenshot shows the "PBS Keyholder Information Entry" form. It includes a search bar, a "Tools" button, and a "Keyholder Company" dropdown menu. Below the form, there is a table with the following columns: "Keyholder", "Key Symbol", "Serial Number", and "Key Audit Comments". The table contains one record with a checkbox in the first column.

	Keyholder	Key Symbol	Serial Number	Key Audit Comments
<input type="checkbox"/>				

3. Entering Key Information

- a. A list will appear in the spaces below with Keyholder's Badge Number and Keyholder's name. Each line represents one (1) key symbol.
- b. Enter key information in the cells designated for the Key Symbol and the Serial Number
- c. Add any notes you wish to include in the "Comments" field (i.e. Key lost, Key returned, etc.)
- d. Fields will be **highlighted in red** if information is incorrect. An error message (in **red**) will also appear at the top of the page.
- e. When all key information has been entered, click the green checkmark at the top of the page.

PBS Keyholder Information Entry

✓ 🔍 🗑️ ⚙️ **Tools**

Keyholder Company: - Select One - **3f** User ID:

Primary Badge Signer:

Records 1 - 1

<input type="checkbox"/>	<input checked="" type="checkbox"/> Keyholder Badge#	Keyholder	Key Symbol	Serial Number	Key Audit Comments
<input type="checkbox"/>	3a	3a	3b	3b	3c

- f. If you are responsible for auditing more than one company, use the drop-down menu next to *Keyholder Company* to select the company you will audit first. You must complete the audit entries for one company at a time, to save your entries for each company.

To complete/save each audit, click the green checkmark.

4. Once you have submitted your audit entries, you will receive an email notification (sent from your own email address), informing you, that your audit entries have been submitted.
5. The results of your audit will be sent within 12 hours of submission.
 - a. Incomplete audit entries will show at the top of the audit report.
 - b. Error Notes will show in the far-right column of the *Incomplete* audit report.
 - c. Completed audit entries will be listed at the bottom of the audit report.

5a → **Incomplete Audits - Keyholder / Key Symbol / Serial Number Information Issues (see Error Code Description)**

Keyholder	Badge#	Key Symbol	Serial No.	Key Audit Comments	Date Upd.	Userid	Error
TOTAL Unaudited: 1							

5b ←

5c → **Complete Audits - Matched Keyholder / Key Symbol / Serial Number Information**

Keyholder	Badge#	Key Symbol	Serial No.	Key Audit Comments	Date Upd.	Userid
TOTAL Audited: 3						

- d. You will need to correct any errors and resubmit the entries until you do not have any other errors.
- e. Once all entries are entered correctly, you will receive an email stating there are no issues with your audit and you are complete for this audit.

Contact the MAC Facilities Office at 612-726-5225 for any questions or concerns regarding the audit process.