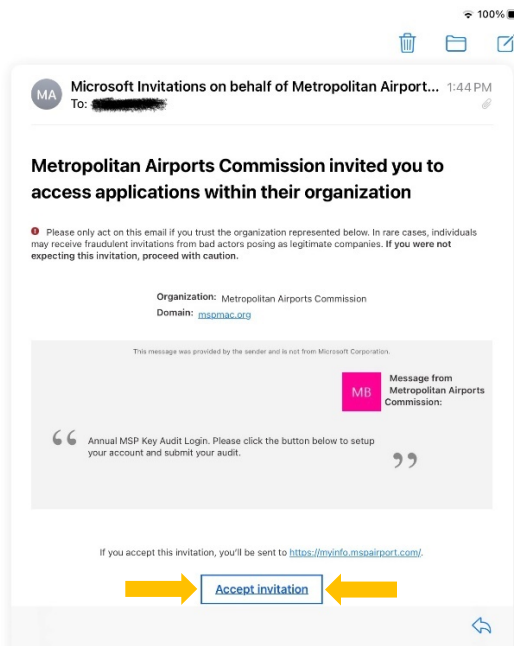


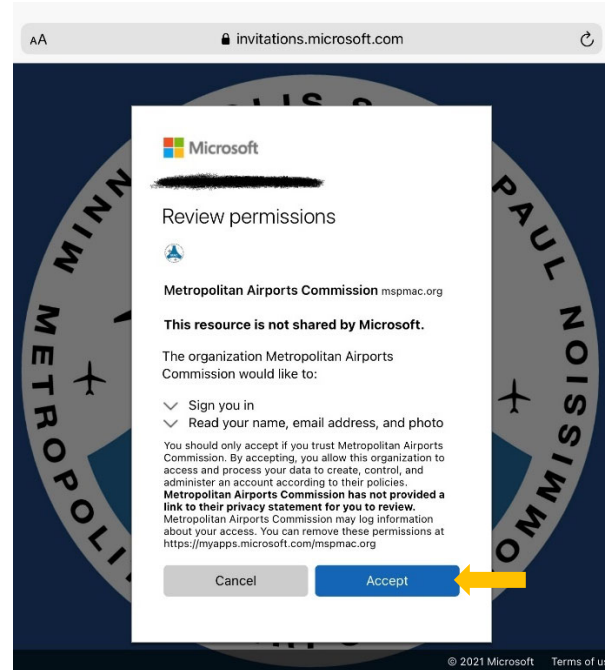
# MAC Key Audits – Instructions

## External Users Account Set-Up (Microsoft):

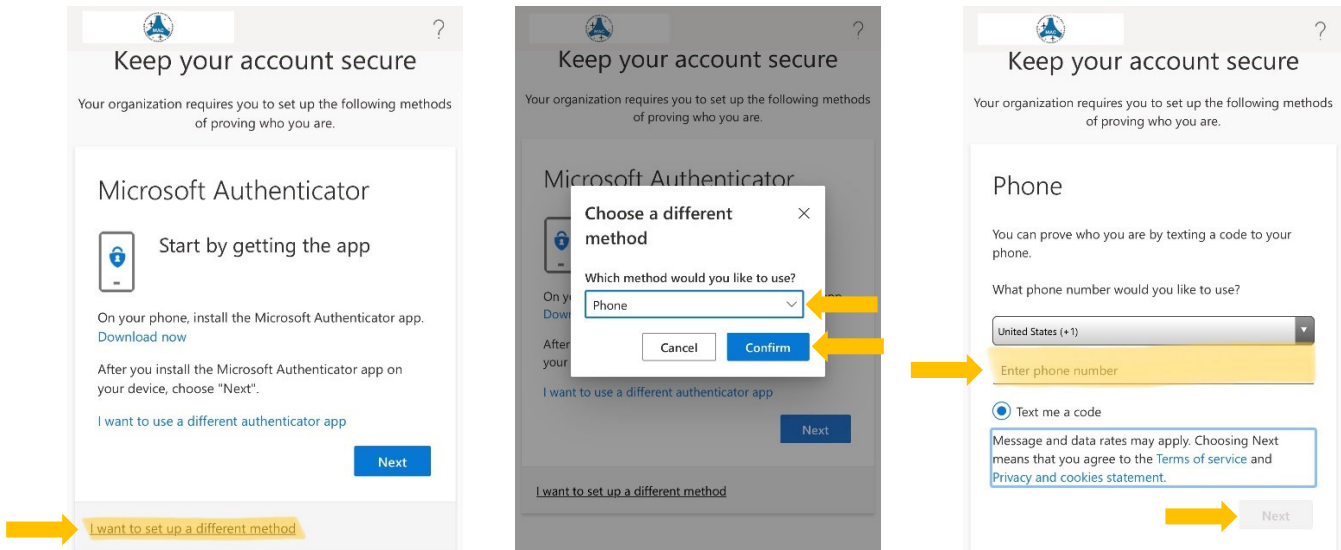
Initial Message from Microsoft:



Accept Permissions:



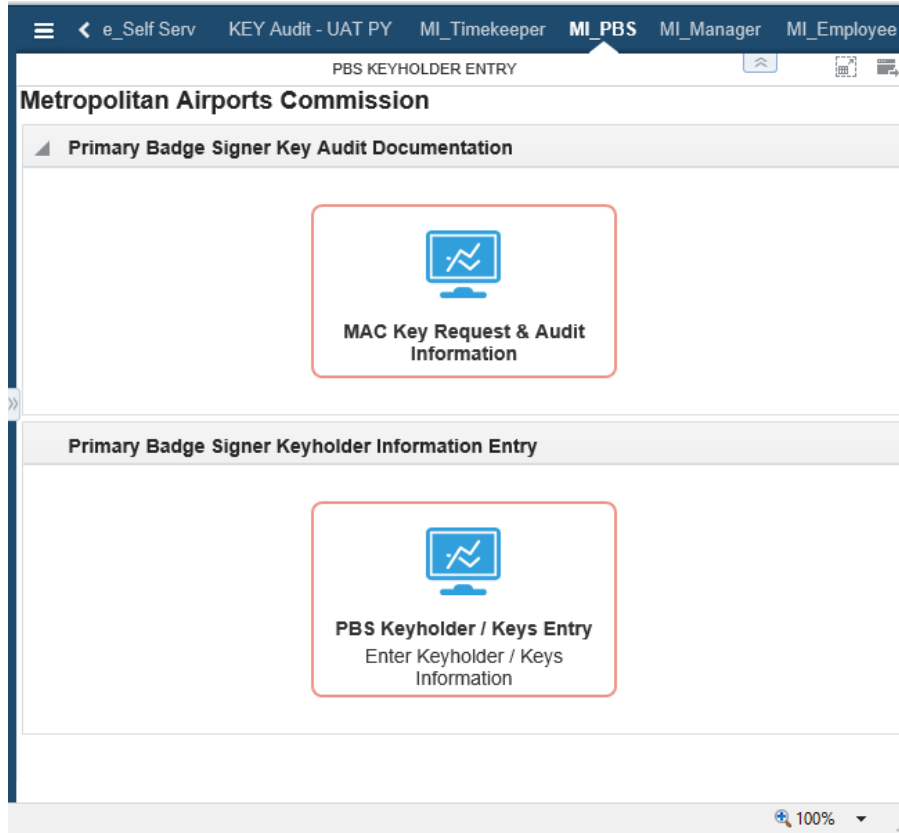
Authenticating your account (Click "I want to set up a different method" to avoid downloading an app):



- 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 Audits – Instructions

Once logged in successfully, you will be directed to the myinfo.mspairport.com (refer to photo below)



## MAC Key Audits – Instructions

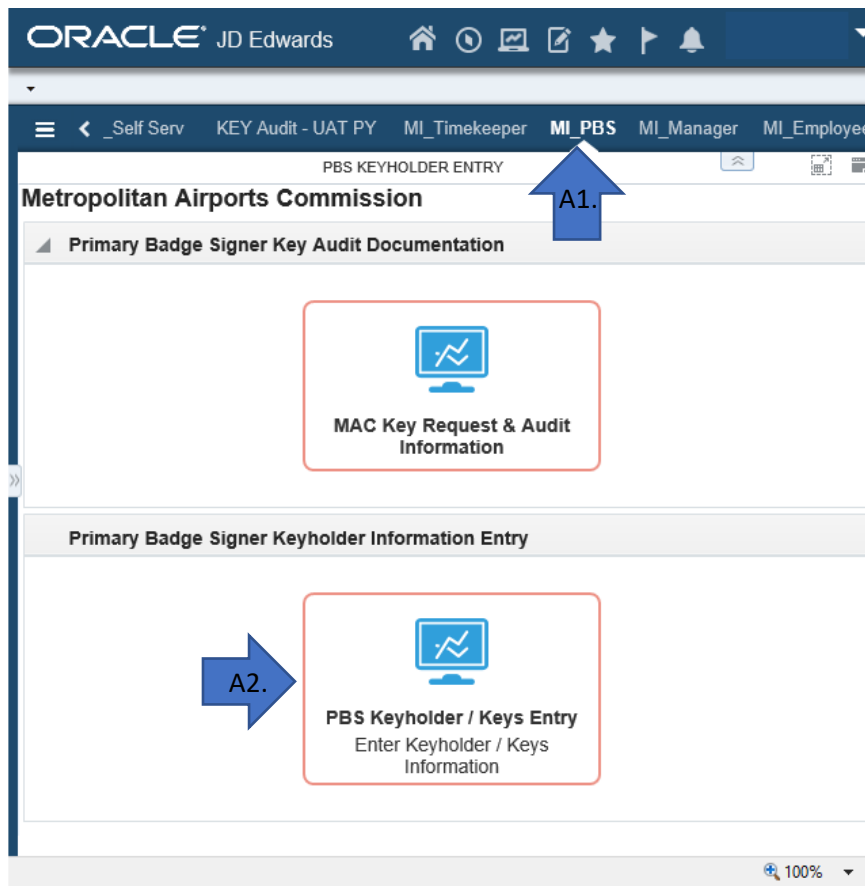
You will receive an initial notification from [mac-keyaudits@mspm.com](mailto:mac-keyaudits@mspm.com), Subject: *Annual MAC keys Audit Notification* to notify the key audit has been launched!

To access the website, go to [www.myinfo.mspairport.com](http://www.myinfo.mspairport.com)

Follow the steps below to submit your Audit!

A. Navigating Testing Site:

1. In the upper tool bar, scroll until you find the tab labeled, “MI\_PBS” (see photo below for reference)
2. Click tile labeled, “PBS Keyholder/Keys Entry” to be directed to the page where you’ll enter your key audit information



## MAC Key Audits – Instructions

PBS Keyholder Information Entry Personal Form: (No

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Keyholder Company  COMPANY NAME  ID

Primary Badge Signer  YOUR NAME

Records 1 - 1

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

### B. Inputting Key Information

#### 1. Click "Load Keyholders"

a. A list will appear in space below with employee's badge number and keyholder name. Each line represents 1 key symbol.

#### 2. Enter key information in Key Symbol and Serial Number cells

a. Add any notes you wish to include in the "comments" field (i.e. Returned, Lost, etc.)

b. Fields will highlight **RED** if information is incorrect. An error message will appear at the top of the page.

#### 3. When all information is entered, click green checkmark

PBS Keyholder Information Entry Persona

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Keyholder Company  COMPANY NAME  User ID

Primary Badge Signer  YOUR NAME

Records 1 - 2

<input type="checkbox"/>	<input checked="" type="checkbox"/> Keyholder Badge#	Keyholder	Key Symbol	Serial Number	Key Audit Comments
<input type="checkbox"/>	123456	DOE, JANE A	CLIQ	ABC123	

4. You will receive an e-mail notification sent by your e-mail, informing you your audit information was submitted

5. Your results will be sent within 12 hours of submission

a. Incomplete audits will be at the top of the page with error notes on the far right.

b. Completed audits will be listed on the bottom.

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