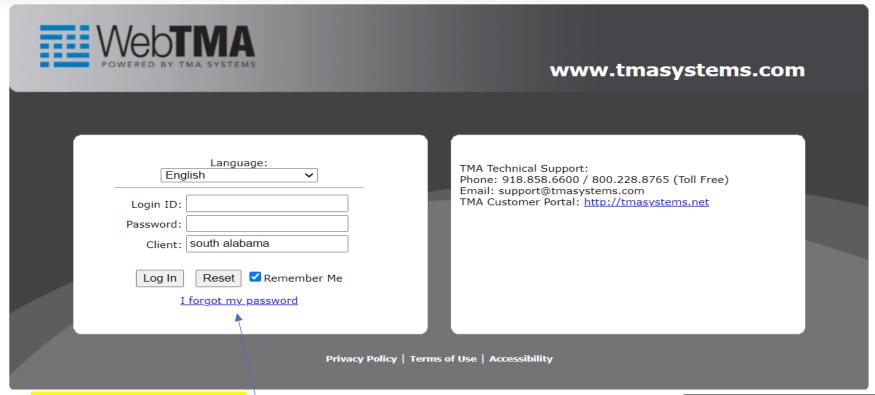**Key Request Approval**

Open email "**WebTMA Transaction Pending Authorization**"

Click on the link or Go to https://www.webtma.net/

NOTE: Please remove all popup blockers.

Login ID: **J00#**
Password: *Enter Password
Client: **south alabama**

*FOR FIRST TIME USERS – CHOOSE " I forgot my password " You will receive an email with your password.
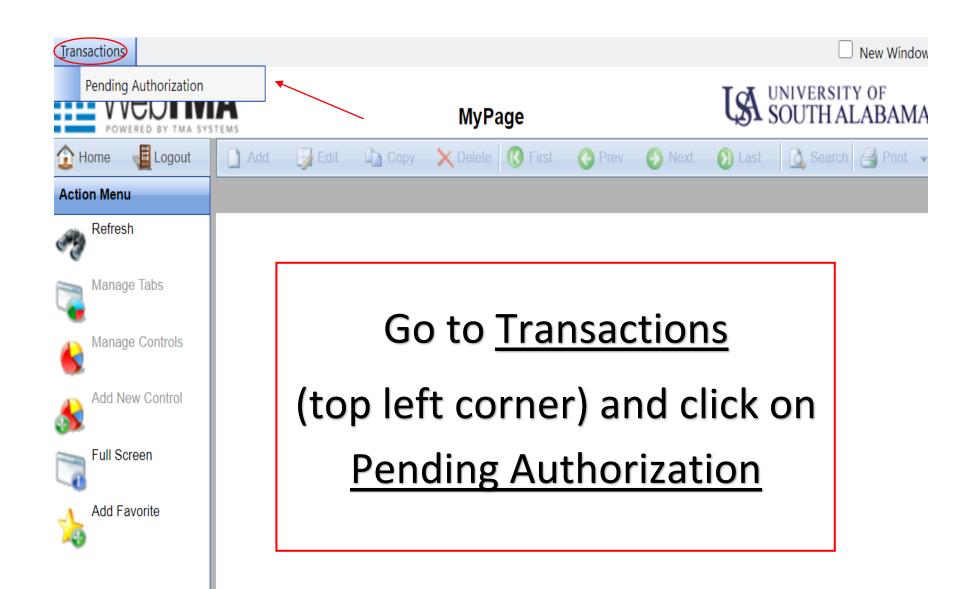
To change your password in **TMA**:

FILE - upper left corner
PERSONAL INFO
EDIT (toolbar – left side)
- Type new password
- Confirm new password
SAVE (toolbar – right side)

Transactions

☐ New Window

Pending Authorization

webTMA
POWERED BY TMA SYSTEMS

MyPage

UNIVERSITY OF
SOUTH ALABAMA

🏠 Home   🏢 Logout   📄 Add   📝 Edit   📋 Copy   ✖ Delete   First   Prev   Next   Last   🔍 Search   🖨 Print ▾

Action Menu

Refresh

Manage Tabs

Manage Controls

Add New Control

Full Screen

Add Favorite

Go to <u>Transactions</u>

(top left corner) and click on

<u>Pending Authorization</u>

Pending Authorization

Add | Edit | Copy | Delete | First | Prev | Next | Last | Search

Identity

- Work Order
- Work Request
  - 55413
- Project
- Project Requisition
- Project Task
- Purchase Requisitions
- Purchase Orders
- PO Change Orders
- Estimate
- Change Orders
- Material Requests
- Disposal

Click the number under Work Request.

Add | Edit | Copy | Delete | First | Prev | Next | Last | Search | Print | Help | Save | Cancel

Identity

- Work Order
- Work Request
  - 55413
- Project
- Project Requisition
- Project Task
- Purchase Requisitions
- Purchase Orders
- PO Change Orders
- Estimate
- Change Orders
- Material Requests
- Disposal

Requestor Information

Request #:	55413
Date:	12/10/2020	12:32
Requestor Name:	
Phone No:	
Requestor E-mail:	
Status:	

Action Requested

Key Request

Additional Comments

Request Information

Request Type:	Key Request
Department:	
Repair Center:	Facilities Maintenance
Account:	
Building:	
Item:	
Select ...:	
Key Number:	
Key Holder:	

Routing

Routing Comments:

Authorize | Reject | Ignore

Authorize or Reject
Work Request

Please contact us with any questions.

Key Management
keymanagement@southalabama.edu
P: (251) 414-8118
....
Whiddon Administration Building, Room 060
307 University Blvd
Mobile, Alabama 36688