



Creating a Key Card Account

For New Users:

If you are requesting a key card as a 1st time user please visit the link displayed below:

<http://my.cecs.ucf.edu>

Once you access this website, click on “Create New Account”. After filling out the necessary information to create your account, click the “sign up” button.

(*Students, please remember to use your UCF Knight’s e-mail account*)

It is important to note that you will need to log back into the website listed above to request an account or access to doors.

Once you are able to login to the website, select “Door Access” at the top left of the screen, and follow the tab to request an account. When you receive an e-mail of account approval, you can login to request specific door access. (*Note: When requesting an account/door access, be sure to select the correct Department, so that your request is not delayed).

For Existing Users:

Please visit the link above: <http://my.cecs.ucf.edu>

Login with your e-mail and password, and once you are logged in select “Door Access” at the top left of the screen to request specific door access or renewal of your key card for the current semester.

If you already own a key card, it can be updated at the kiosk located in the Harris Computer Lab (ENG2 201). New users requesting a key for the 1st time should visit their main department for a new key after following the steps above for ‘New Users’.