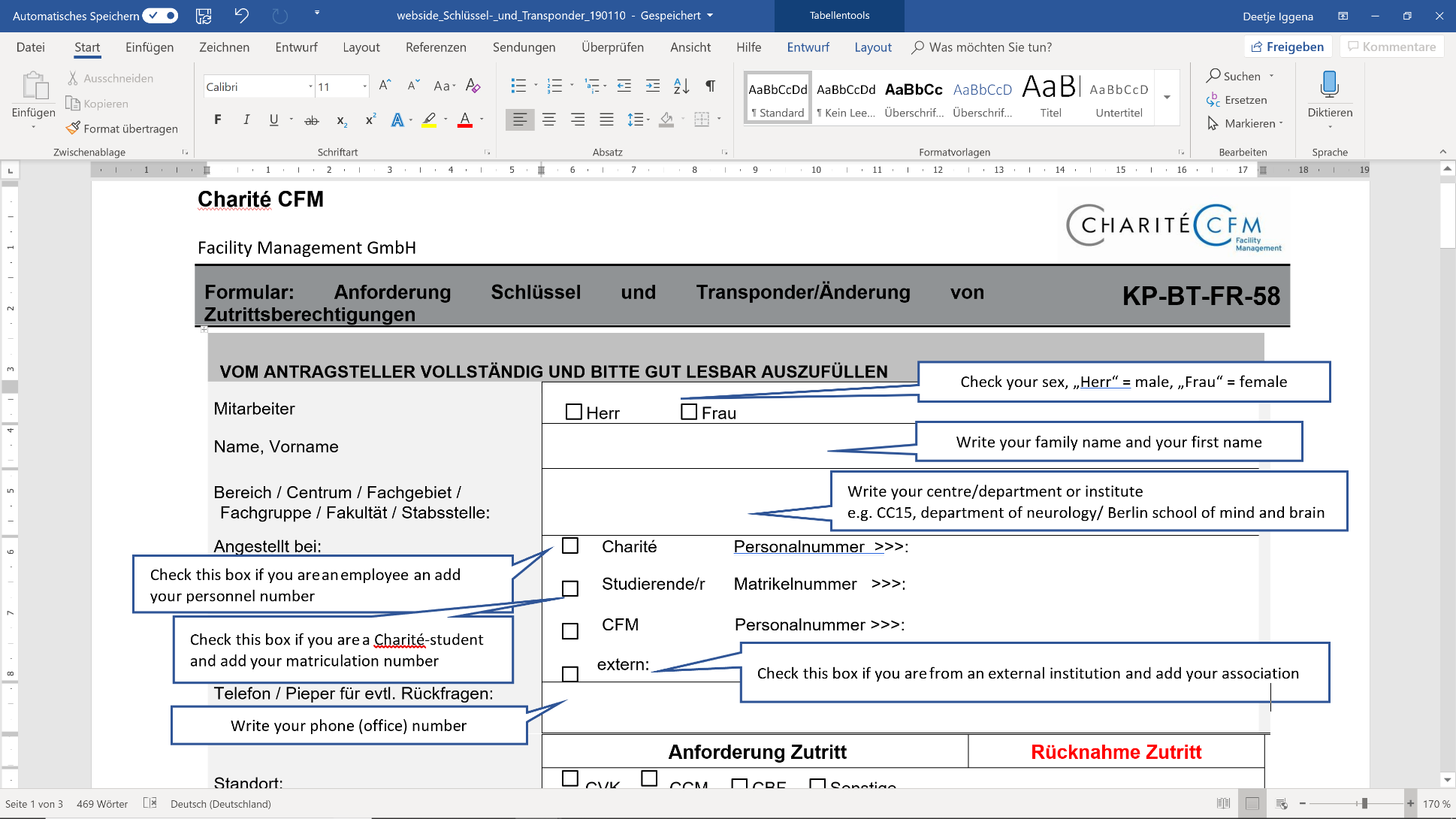
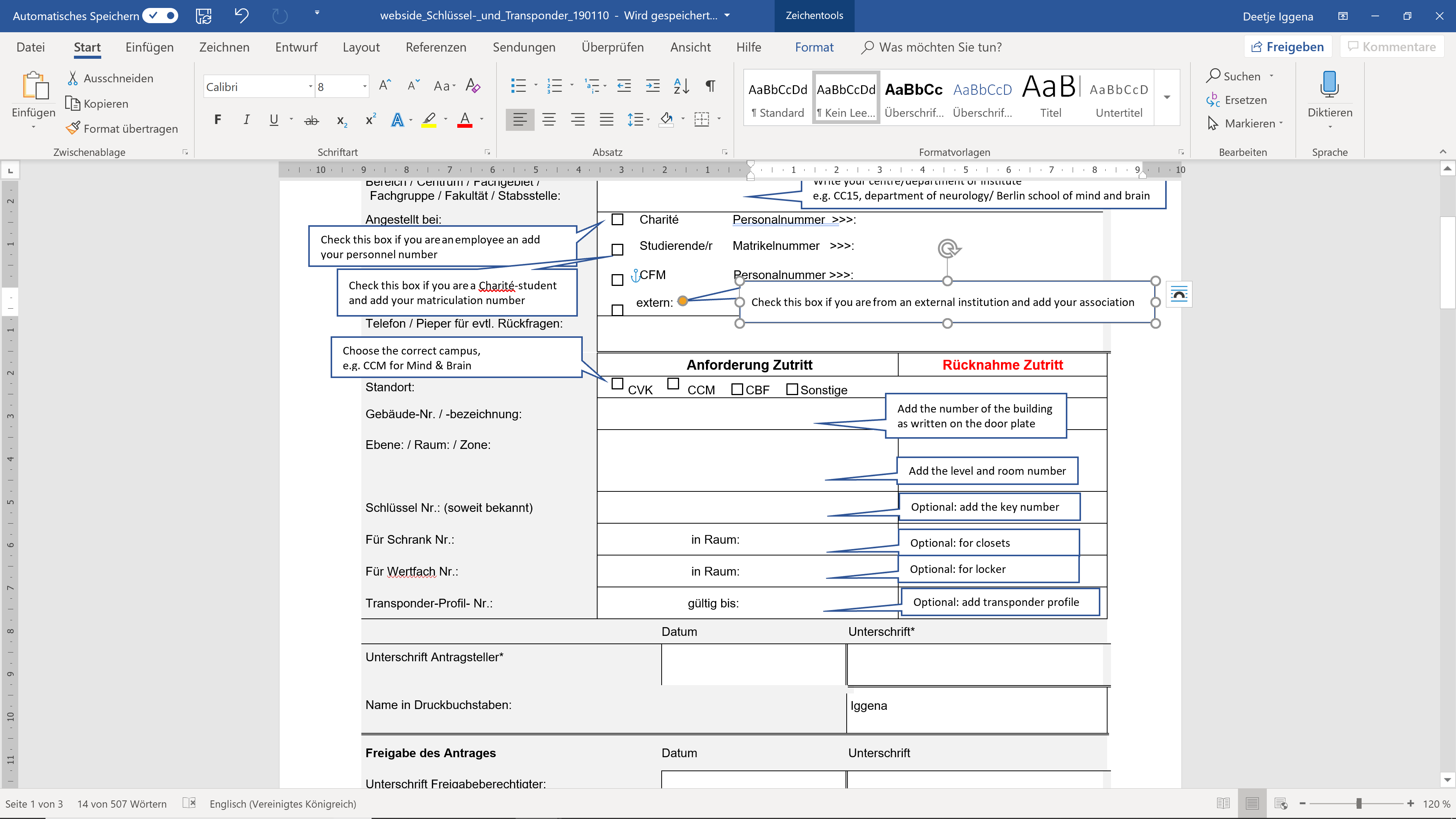
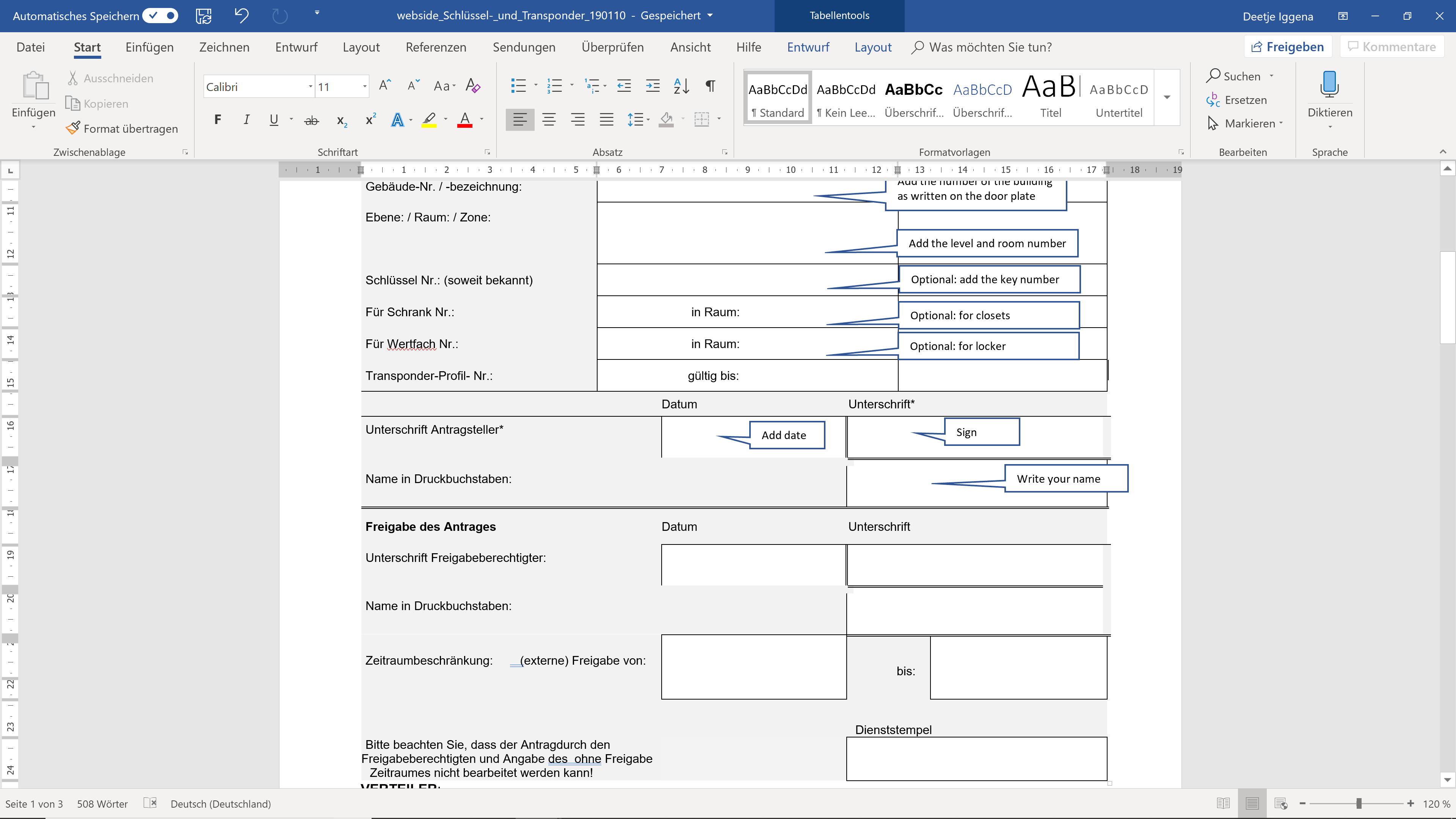
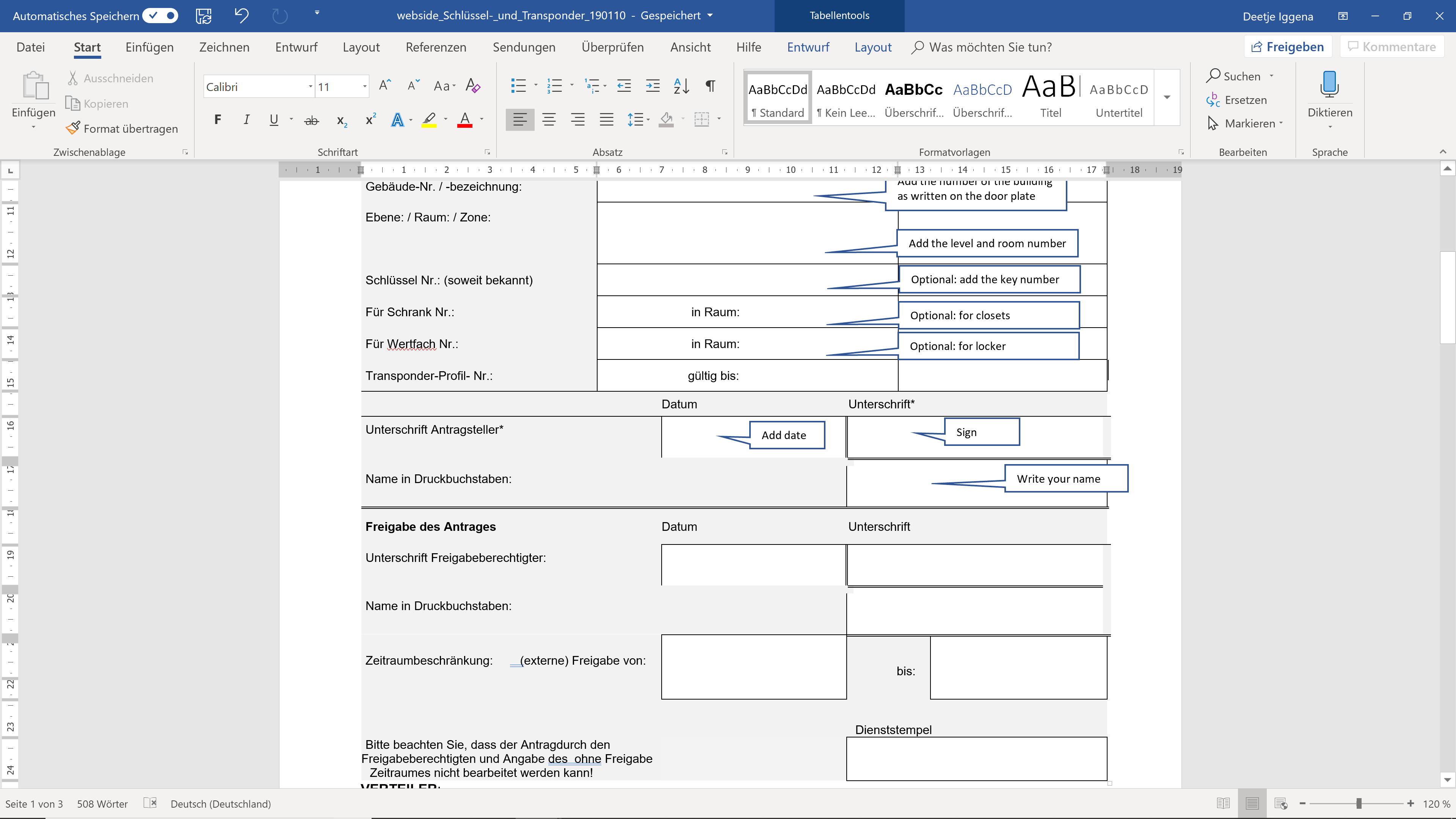
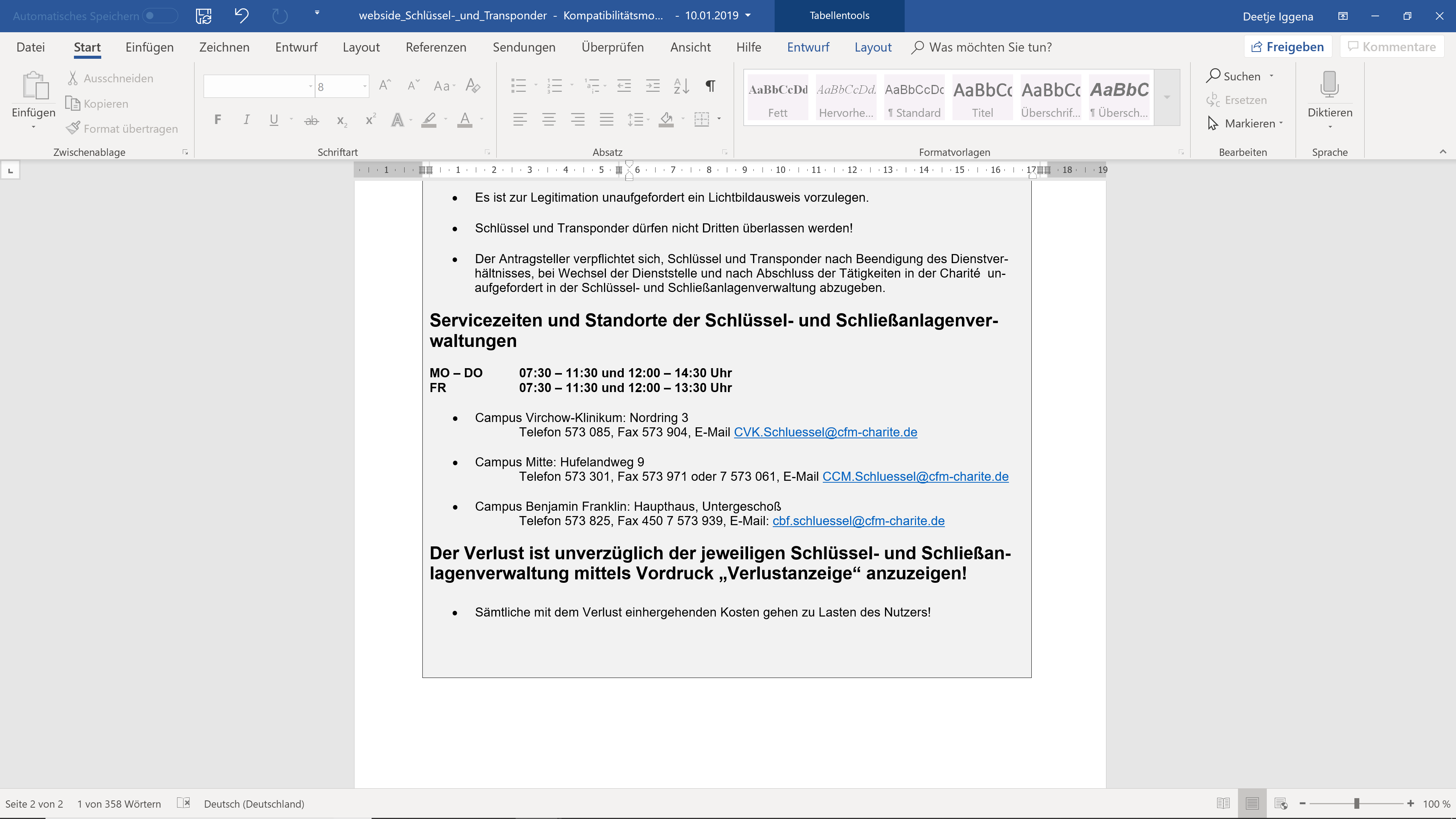
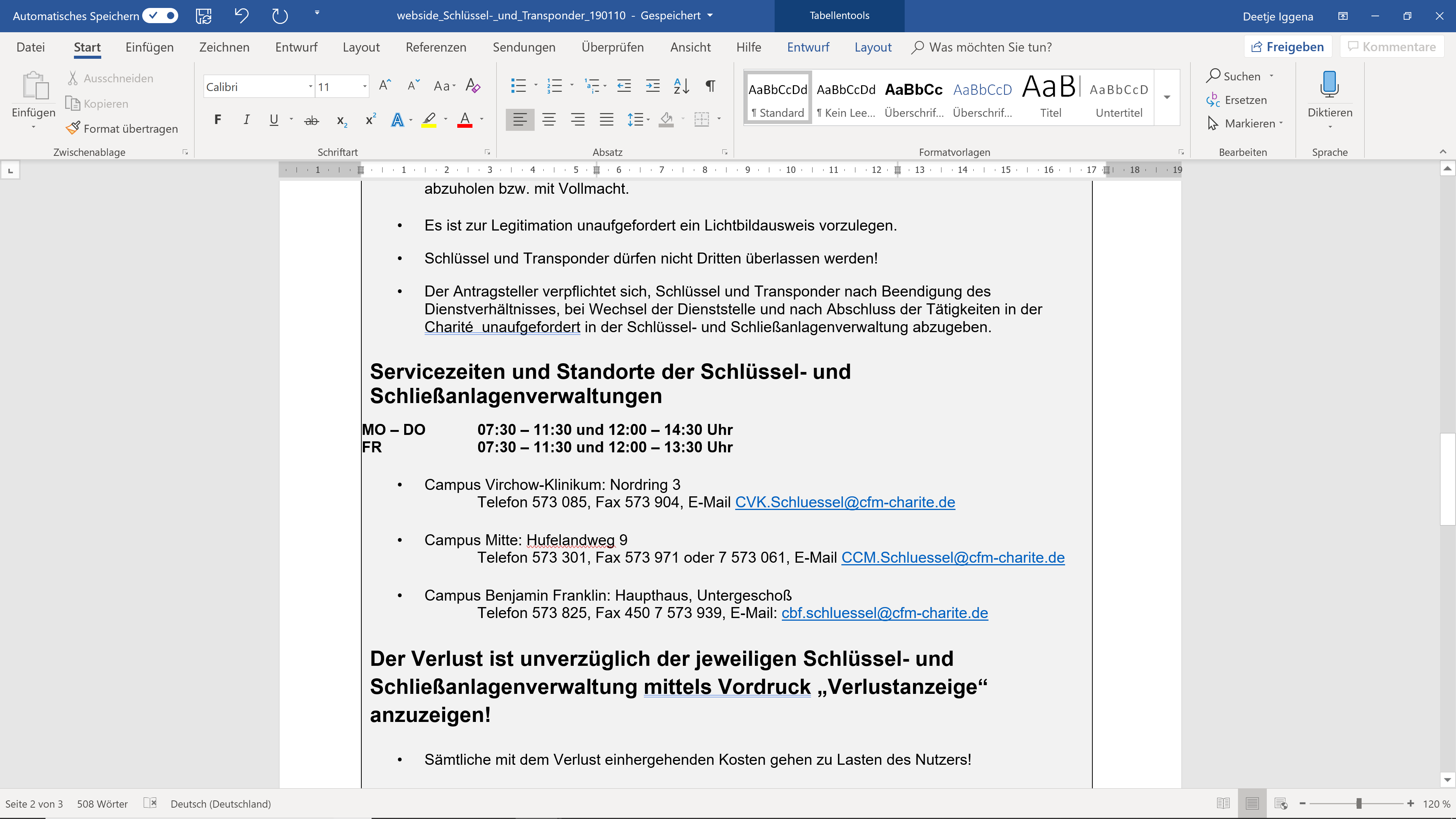
**To receive a key or transponder to a Charité building/ office/ laboratory follow the steps below:**

1. Visit the following website from Charité Intranet: <https://cfm-portal.charite.de/benefit/key>
2. Download the word-document “[Anforderung Schlüssel- und Transponder](https://cfm-portal.charite.de/api/v1/generics/document_benefit/show/5a5f1fea05791efa73a467a4)“
3. Use word or a comparable program to edit the document
4. Fill in your personal details as shown below:
5. Fill in the details of the location or locations/room or rooms/ locker you need the key/ transponder for
6. Sign the document
7. Ask your supervisor to sign the document e.g. Carsten Finke or Christoph Ploner
8. Ask your supervisor to stamp the document
9. Ask your supervisor to add the time period you need the key for

To be filled in by your supervisor

1. Check opening hours



1. Bring your ID or passport
2.  Get your keys at the following addresses and follow the signs “Schlüsselverwaltung”

CVK

CCM

**Important rooms:**

For BCAN transponder: Sauerbruchweg 5 (Alte Chirurgie), Erdgeschoss, R 01.006