

Getting Access to Startup Sauna (Key Card Instructions)

1. **Start by Co-working** – Work from Startup Sauna for at least **2 weeks**.
 - Doors are open **8:00–20:00**.
 - **Main entrance closes at 18:00**, so make sure you're inside before then.
2. **Request a Code** – After 2 weeks, send a request in @aaltoes_bot. You will be asked to provide a short description of why you want to work from Startup Sauna. You can have only one application at the same time. Once your request is approved/rejected, you will be notified and receive a **secret code**.
3. **Apply for a Key Card** – Once you receive a code, go to idm.aalto.fi:
 - Sign in with your Aalto credentials
 - Start a **New Request**
 - Search for: **Puumiehenkuja 5 – Viima SUS Projects 24/7**
 - Click **Add to Cart**
 - Under **Reason for Request**, paste the code you received
 - Set **Contact Person** as: **Niini Antti**
 - Add desired date and time for access
 - Submit the request