

Door Access Request

By Door

Accessing the Door Access Request Form

Door access requests are processed through the KSU Door Access site. The following describes how to access the door access request form:

1. Navigate to https://dooraccess.kennesaw.edu

Revised: 7/26/2022 Page 1 of 9

- 4. The KiSSFLOWign In window will appear. Under Usernamenter your KSU primary email address (e.g., scrappy1@kennesaw.edu) (See Figure 3).
- 5. Click Sign in with Single sign (See Figure 3).



Figure3 - KiSSFLOW Sign In

- 6. The Sign Inwindow will appear. Enter your KSU Email Addressed Password (See Figure 4).
- 7. Click Signin (See Figure 4).

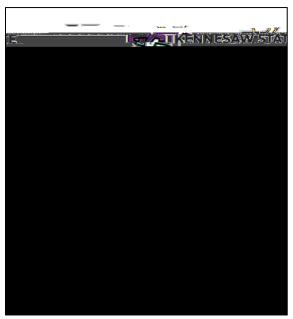


Figure4 - New Session

8.	You will be directed to the Duo Authentication window to verify your identity. Follow the appropriate steps to provide verification.
Note:	To access instructions for Duo setup and verification, please visit the <u>UITS Documentation Center</u> .
9.	Figure5 - Duo Verification The KiSSFLOWome page will appear.
	Figure6 - KiSSFLOW Home Page

Completing the Door Access Request Form

The following describes how to complete the

Fi	gure13 - Select Building
Scrollto locate the desired building or b results to locate the desired building.	egin typing in the Filter resultsfield to narrow the search
	e14 - Narrow Search Results
11. In the drop-	

12. Under Room click the searchbutton to display a drop-down menu of available doors (See Figure 16).
13. Scrollto locate the desired door or begin typing in the Filter resultsfield to narrow the field (See Figure 16).
14. Click the desired door Click the desired door (See Figure 16).
Figure16 - Select Door
rigulato deleta pool
15. After you have made your selection, you may add a new row or add multiple rows to request access to additional doors. To add multiple rows, click the drop-down arrow next to Add New RowYou may select between Add 5 rowsand Add 10 rowsat a time.
Figure17 - Add Multiple Rows
Note: To delete one or more rows, click the checkboxto the left of the row(s); then click Delete Rows(s)
Figure18-

16. In the Access Justification enter the reason for the access request (See Figure 19).

Note: The asterisk indicates that this is a required field. You may not submit the request without entering text in this field.



Figure19-AccessJustification

17. When ready to submit the request for approval, click Submit



Figure20 - Click Submit

18. Your request will be routed to the appropriate party for review.

Saving the Request

1. If you are not ready to submit the request, but would like to save for later completion, click Save.



Figure21 - Click Save

- 2. This will store to Drafts on the **Home**page. When ready to retrieve, click **Drafts** (See Figure 22).
- 3. Click the appropriate **Door Access Request** review, make any necessary changes, and either submit, or delete (See Figure 22).



Figure22 - Access Drafts

- 4. To save the form as a template, click the drop-down arrow next to Save(See Figure 23).
- 5. Click Save as Templat(See Figure 23).



Figure23 - Save as Template

6. This will copy the form to Draftswith a Use as Templateutton.



Figure24 - Use as Template Button