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](https://dooraccess.kennesaw.edu).
2. The Door Access home page will appear. Under Door Access Requests, click the Submit a Request link.

3. A description of the door access request process will appear for your review. When you are ready to begin your request, click Submit a Request.
4. The KiSSFLOW Sign In window will appear. Under **Username**, enter your **KSU primary email address** (e.g., scrappy1@kennesaw.edu) (See Figure 3).

5. Click **Sign in with Single sign-on** (See Figure 3).

![Figure 3 - KiSSFLOW Sign In](image)

6. The **Sign In** window will appear. Enter your **KSU Email Address** and **Password** (See Figure 4).

7. Click **Sign in** (See Figure 4).

![Figure 4 - New Session](image)
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 [UIITS Documentation Center](https://kennesaw.edu/itis/docs/).

![Figure 5 - Duo Verification](image)


![Figure 6 - KiSSFLOW Home Page](image)
Completing the Door Access Request Form

The following describes how to complete the Door Access Request Form to submit a request for yourself using an access group:

1. To create a new request, click the Add (+) button.

![Figure 7 - Click Add](image)

2. The Create New window will appear. To the right of Door Access Request, click Initiate.

![Figure 8 - Click Initiate](image)
3. The *Door Access Request Form* will open. In the *This Request is for?* field, click the **drop-down arrow** (See Figure 9).

4. In the **drop-down menu**, select **Self** (See Figure 9).

![Door Access Request Form](image1)

**Figure 9 - Select Self**

5. This will populate the *Single Request* information section with your name and email address.

6. To select specific access groups, under *Request access by*, click the **checkbox** next to **Access Group**.

![Door Access Request Form](image2)

**Figure 10 - Click the Checkbox**

7. The *Request by Access Group* selection box will appear below the *Single Request* information section. To add a single row, click **Add New Row**.

![Request by Access Group](image3)

**Figure 11 - Add New Row**
8. Under *Department*, click the **search** button to display a drop-down menu to select the desired building.

<table>
<thead>
<tr>
<th>Department</th>
<th>Access Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nameofthedeartment</td>
<td></td>
</tr>
<tr>
<td>Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td></td>
</tr>
<tr>
<td>Bagwell College of Education</td>
<td></td>
</tr>
<tr>
<td>Campus Services</td>
<td></td>
</tr>
<tr>
<td>Center for Young Adult Addiction and Recovery</td>
<td></td>
</tr>
<tr>
<td>Coles College of Business</td>
<td></td>
</tr>
<tr>
<td>College of Architecture and Construction Management</td>
<td></td>
</tr>
</tbody>
</table>

![Figure 12 - Select Building](image)

9. **Scroll** to locate the desired department or begin **typing** in the *Filter results...* field to narrow the search results to locate the desired department.

![Figure 13 - Narrow Search Results](image)

10. In the *drop-down menu*, click the desired **building**.

![Figure 14 - Select Building](image)
11. Under Access Group, click the search button to display a drop-down menu of available groups (See Figure 15).

12. Scroll to locate the desired door or begin typing in the Filter results... field to narrow the results (See Figure 15).

13. Click the desired Access group (See Figure 15).

14. After you have made your selection, you may add a new row or add multiple rows to request access to various access groups. To add multiple rows, click the drop-down arrow next to Add New Row. You may select between Add 5 rows and Add 10 rows at a time.
Note: To delete multiple rows, click the checkbox to the left of the row(s); then click **Delete Rows(s)**.

<table>
<thead>
<tr>
<th>Department</th>
<th>Access Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Services</td>
<td>CS:BookExt:Door(1K)</td>
</tr>
<tr>
<td>Coles College of Business</td>
<td>Coles:BAEmployee-1</td>
</tr>
<tr>
<td>Bagwell College of Education</td>
<td>BCOE:CEPP-Employee1</td>
</tr>
</tbody>
</table>

Figure 18 - Delete Multiple Rows

15. When access group selection is complete, you must specify a reason for the access request. If it is associated with a specific event, toggle the **Event Access** button to Yes. Otherwise, do not make any changes to the **Event Access** section (See Figure 20).

16. If cabinet or desk access is also being requested, enter the **decal numbers** in the **Cabinet /Desk access** section (See Figure 20).

![Access](image)

Figure 19 - Access

17. In the **Access Justification** section, enter the **reason** for the access request (See Figure 20). **Note:** The asterisk indicates that this is a required field. You may not submit the request without entering text in this field.

18. In the **Comments** field, enter any **additional information** you deem necessary for those reviewing for approval (See Figure 20).
19. When ready to submit the request for approval, click Submit.

![Figure 21 - Click Submit](image)

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

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

![Figure 22 - Click Save](image)

21. This will store to Drafts on the Home page. When ready to retrieve, click Drafts (See Figure 23).
22. Click the appropriate Door Access Request to review, make any necessary changes, and either submit, or delete (See Figure 23).

![Figure 23 - Access Drafts](image)
23. To save the form as a template, click the **drop-down arrow** next to **Save** (See Figure 24).
24. Click **Save as Template** (See Figure 24).

![Figure 24 - Save as Template](image)

25. This will copy the form to your drafts folder with a **Use as Template** button.

![Figure 25 - Use as Template Button](image)