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:

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 [UI TS Documentation Center](#).

![Duo Verification](image)

**Figure 5 - Duo Verification**


![KiSSFLOW Home Page](image)

**Figure 6 - KiSSFLOW Home Page**
Completing the Door Access Request Form

The following describes how to complete the Door Access Request Form to submit a request for yourself selecting specific doors:

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).

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

6. To select specific doors, under Request access by, click the checkbox next to Door.

7. The Request by door selection box will appear below the Single Request information section. To add a single row, click Add New Row.
8. A row is added to the table. Under Campus, click the drop-down arrow (See Figure 12).

9. In the drop-down menu, click to select the appropriate campus (See Figure 12).

10. Under Building, click the search button to display a drop-down menu to select the desired building.

11. Scroll to locate the desired building or begin typing in the Filter results... field to narrow the search results to locate the desired building.
12. In the drop-down menu, click the desired **building**.

![Figure 15 - Select Building](image)

13. Under **Room**, click the **search** button to display a drop-down menu of available doors (See Figure 16).

14. **Scroll** to locate the desired door or begin **typing** in the **Filter results**... field to narrow the field (See Figure 16).

15. Click the desired **door** (See Figure 16).

![Figure 16 - Select Door](image)
16. 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 Row. You may select between Add 5 rows and Add 10 rows at a time.

![Figure 17 - Add Multiple Rows](image)

**Note:** To delete a single row, click the delete icon to the right of the row.

![Figure 18 - Delete Row](image)

**Note:** To delete multiple rows, click the checkbox to the left of the row(s); then click Delete Rows(s).

![Figure 19 - Delete Multiple Rows](image)

17. When door 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).

18. If cabinet or desk access is also being requested, enter the decal numbers in the Cabinet/Desk access section (See Figure 20).
19. 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.

20. In the *Comments* field, enter any **additional information** you deem necessary for those reviewing for approval (See Figure 20).

21. When you are ready to submit the request for approval, click **Submit**.

22. 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**.
23. This will store to Drafts on the Home page. When ready to retrieve, click **Drafts** (See Figure 23).
24. 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)

25. To save the form as a template, click the **drop-down arrow** next to **Save** (See Figure 24).
26. Click **Save as Template** (See Figure 24).

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

27. This will copy the form to Drafts with a **Use as Template** button.