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 [UIST Documentation Center](#).

![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 multiple people 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 and or other individuals** (See Figure 9).

5. This will open the *Search for Individuals by* information section. Click the **drop-down arrow** to select between KSU ID number or NetID (See Figure 10).

6. Click **KSU ID Number** (See Figure 10).

7. The *Add individuals by KSU ID number* selection box will appear below the *Search for individuals* section. To add multiple rows, click the **drop-down arrow** and select either **Add 5 rows** or **Add 10 rows**.

![Figure 9 - Select Self](image)

![Figure 10 - Search by KSU ID Number](image)

![Figure 11 - Add Multiple Rows](image)
8. The number of rows selected is added to the table. Under **KSU ID Number**, click the **search** button to display a drop-down menu (See Figure 12).

9. A drop-down menu will appear (See Figure 12).

![Figure 12 - Add Individuals by KSU ID Number](image)

10. In the **Filter results...** field, begin entering the desired **KSU ID Number** (See Figure 13).

11. Click to select the appropriate **KSU ID Number** (See Figure 13).

![Figure 13 - Select KSU ID Number](image)
12. The information for the selected KSU ID Number will appear in the row. Follow steps 8-11 until all IDs have been entered.

13. Click **Add New Row** or the drop-down arrow to add the number of additional rows as needed.

14. Click the **delete** button to the right of any rows you wish to discard.

![Figure 14 - Add New Rows or Delete Rows](image)

15. After you have added all appropriate individuals to the list, under *Request access by*, click the **checkbox** next to *Access Group*.

![Figure 15 - Click the Checkbox](image)

16. The *Request by Access Group* selection box will appear below the *Add individuals by KSU ID number* information section. To add a single row, click **Add New Row**.

![Figure 16 - Add New Row](image)
17. Under Department, click the search button to display a drop-down menu to select the desired department.

![Figure 17 - Select Department](image)

18. 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 18 - Narrow Search Results](image)

19. In the drop-down menu, click the desired building.

![Figure 19 - Select Building](image)
20. Under Access Group, click the search button to display a drop-down menu of available groups (See Figure 20).

21. Scroll to locate the desired door or begin typing in the Filter results... field to narrow the field (See Figure 20).

22. Click the desired Access group (See Figure 20).

23. 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.

**Note:** To delete a single row, click the delete icon to the right of the row.
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:Doors(K)</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>

24. 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 24).

25. If cabinet or desk access is also being requested, enter the decal numbers in the Cabinet/Desk access section (See Figure 24).
26. In the **Access Justification** section, enter the **reason** for the access request (See Figure 25).

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

27. In the **Comments** field, enter any **additional information** you deem necessary for those reviewing for approval (See Figure 25).

![Figure 25 - Event Justification & Details](image)

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

![Figure 26 - Click Submit](image)

29. 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**.

![Figure 27 - Click Save](image)
2. This will store to Drafts on the Home page. When ready to retrieve, click Drafts (See Figure 28).
3. Click the appropriate Door Access Request to review, make any necessary changes, and either submit, or delete (See Figure 28).

![Figure 28 - Access Drafts](image)

4. To save the form as a template, click the drop-down arrow next to Save (See Figure 29).
5. Click Save as Template (See Figure 29).

![Figure 29 - Save as Template](image)

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

![Figure 30 - Use as Template Button](image)