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

![Figure 9 - Select Self](image)

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).

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

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 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).

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).
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.

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

16. The **Request by door** selection box will appear below the **Single Request** information section. To add a single row, click **Add New Row**.
17. A row is added to the table. Under *Campus*, click the **drop-down arrow**.
18. In the **drop-down menu**, click to select the appropriate **campus**.

![Figure 17 - Select Campus](image)

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

![Figure 18 - Select Building](image)

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

![Figure 19 - Narrow Search Results](image)
21. In the *drop-down menu*, click the desired **building**.

![Select Building](image)

**Figure 20 - Select Building**

22. Under *Room*, click the **search** button to display a drop-down menu of available doors (See Figure 21).

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

24. Click the desired **door** (See Figure 21).

![Select Door](image)

**Figure 21 - Select Door**
25. 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 22 - Add Multiple Rows](image)

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

![Figure 23 - Delete Row](image)

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

![Figure 24 - Delete Multiple Rows](image)
26. 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 26).

27. If cabinet or desk access is also being requested, enter the **decal numbers** in the **Cabinet /Desk access** section (See Figure 26).

![Figure 25 - Access Information](image)

28. In the **Access Justification** section, enter the **reason** for the access request (See Figure 26). **Note:** The asterisk indicates that this is a required field. You may not submit the request without entering text in this field.

29. In the **Comments** field, enter any **additional information** you deem necessary for those reviewing for approval (See Figure 26).

![Figure 26 - Event Justification & Details](image)

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

![Figure 27 - Click Submit](image)

31. 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 28 - Click Save](image)

2. This will store to Drafts on the *Home* page. When ready to retrieve, click **Drafts** (See Figure 29).

3. Click the appropriate **Door Access Request** to review, make any necessary changes, and either submit, or delete (See Figure 29).

![Figure 29 - Access Drafts](image)

4. To save the form as a template, click the **drop-down arrow** next to **Save** (See Figure 30).

5. Click **Save as Template** (See Figure 30).

![Figure 30 - Save as Template](image)

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

![Figure 31 - Use as Template Button](image)