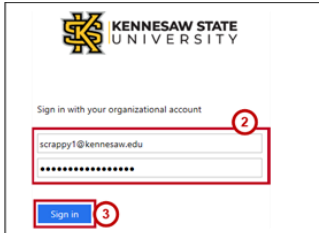
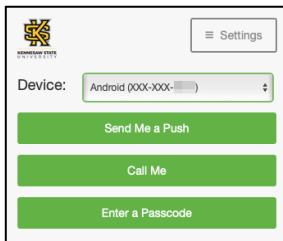


### Step 1: Login to OwlExpress

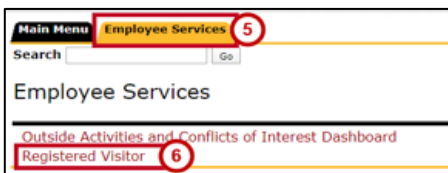
1. Navigate to <https://owlexpress.kennesaw.edu>.
2. The *Sign In* window will appear. Enter your **KSU Email Address** and **password**.



3. Click **Sign In**.
4. You will be directed to the *Duo Authentication* window. Follow the steps listed on your mobile device. **Note:** To access instructions for Duo setup and verification, please visit the [UITS Documentation Center](#).



5. You will be directed to the Owl Express *Main Menu*. Click **Employee Services**.



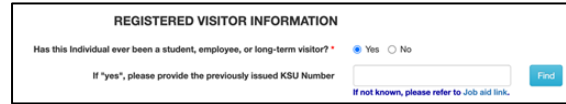
6. Click **Registered Visitor**.
7. In the resulting menu, click **Registered Visitor Form**.



8. The *Registered Visitor Request Form* will open. Review the pre-populated information and fill in the required fields (indicated by an asterisk). **Note:** Incomplete and inaccurate information will delay the approval of your registered visitor.

### Step 2: Complete the Registered Visitor Request Form

1. Indicate whether the visitor has previous affiliation with KSU.



**Warning:** Use existing KSU Number to avoid account duplication. If an account is duplicated, the current card will no longer work and will have to be replaced. Check your sponsor dashboard to find the registered visitor's KSU Number.

2. Next, you'll need to provide the *Registered Visitor Information*:



- a. In the **Access Start Date** field, use the dropdown to select the desired date to begin access for your visitor.
  - b. In the **Access End Date** field, use the dropdown to select the desired date to end access for your visitor. *This can be no more than 365 days from the Access Start Date. The Sponsor will need to recertify the visitor 30 days prior to the Access End Date. Please allow enough time for background checks, if required.*
  - c. In **Role of Visitor** field, enter the details for the visit.
3. Indicate whether the visitor will be serving as an authorized individual while working with *Programs Serving Minors*:

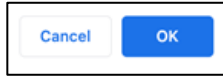


- a. If you selected **Yes** - Use the **dropdown** to select the program. Next, click **Submit**.

A confirmation window will appear, asking you to review and acknowledge department and sponsor responsibility before completing the application.



Click **OK** to complete your application.



**Note:** If a program is not listed, email [protectingminors@kennesaw.edu](mailto:protectingminors@kennesaw.edu). Next, answer the remaining series of questions, then **Click Save**. Do not submit your application until you can select the appropriate program.

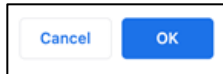


- b. If you selected **No** - Use the corresponding **dropdown menu** to select the visitor's affiliated company or organization.

Answer the remaining questions by selecting **Yes** or **No**.

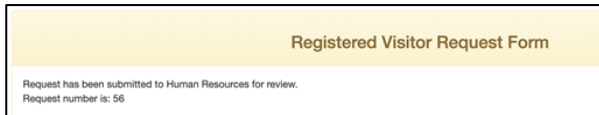
When all fields have been completed, **click Submit** to send your application. A popup window will appear, asking you to review and confirm party responsibility.

Click **OK** to complete your application.



**Note:** If the affiliation or company/organization is not listed, email [SNserviceCSTS@kennesaw.edu](mailto:SNserviceCSTS@kennesaw.edu). Please double check the affiliation or company/organization is not listed before emailing – **duplication can result in application delays or denial**. Please allow **24 hours** for the generation of the correct organization. The affiliation or company/organization name cannot exceed 30 characters.

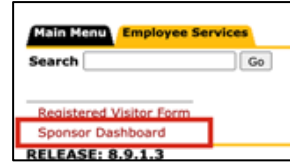
- 4. Once your application has been submitted, you will receive a confirmation message with your Request ID.



**Step 3: Monitor Your Submissions**

Use the Sponsor Dashboard to monitor your submissions.

- 1. Login to OwlExpress, then select **Sponsor Dashboard**.



- 2. The *Sponsor Dashboard* displays the status of submissions as they move through the approval process. Here, you will have the ability to monitor all submitted requests.
- 3. As your request moves through the approval process, monitor your **inbox** for the following emails:
  - a. **Background Check** – It may be necessary to conduct a background check on your visitor. If so, you will be responsible for following up with your visitor to be sure that they respond in a timely manner to the consent request.
  - b. **Background Check Confirmation** – If a background check was requested, you will be notified once the background check consent has been received by HR.
  - c. **Visitor Approval** – You will receive an email when your Registered Visitor has been approved and what the steps are to fully onboard them.
  - d. **Expiration Notice** – You will also receive an email when your Registered Visitor is within 30 days of their expiration date.

**Note:** It is the Sponsor's responsibility to notify HR when the Registered Visitor separates from the university prior to the expiration of the visitor's *Access End Date*. This allows HR to terminate/reassign visitor access accordingly.

Please make necessary arrangements to reassign a new Sponsor to any Registered Visitors you sponsor upon your separation to ensure continuous access.

**Need help? Let us know.**

If you have questions regarding this process, please contact [registeredvisitor@kennesaw.edu](mailto:registeredvisitor@kennesaw.edu). If you experience any technical difficulties while trying to use the system, please contact the UITS Help Desk at 470-578-6999 or via email at [service@kennesaw.edu](mailto:service@kennesaw.edu).