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 Dashboard.
7. The Registered Visitor Dashboard will open. Here, you can monitor the status of submissions as they move through the approval process:

   a. **Active** – Shows approved registered visitors.
   b. **In Progress** – Shows which visitors have been submitted for review and displays current registration status.
   c. **Inactive** – Shows visitors who no longer have access.

1. You will need to select from the following options depending on the visitor’s registration status:
   a. **Enter a New Visitor** – If your visitor is new to KSU, click the Enter New Visitor button and follow the steps listed in Step 3.

   b. **Renew Access** – To renew the access of your visitor prior to the visitor’s end access date, select the Active tab. Next, select the Renew button and follow the steps listed in Step 3.

   c. **Reactivate Access** – To reactivate a visitor access, click the Inactive tab. Next, click the Reactivate button and proceed to Step 3.

   d. **Terminate Access** – To terminate visitor access, click the Submission ID. The Registered Visitor Request Form will open. Scroll down to the bottom of the form and select the Inactivate button.

1. The Registered Visitor Request Form will open. Review the pre-populated information and fill in the required fields (indicated by an asterisk).
2. Indicate whether the visitor has previous affiliation with KSU.
   Answer the remaining questions by selecting **Yes** or **No**.
3. Next, you will need to provide the Registered Visitor Information:

![Image of the Registered Visitor Request Form]

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 access end date for your visitor. *This can be no more than 365 days (about 12 months) 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.

4. Indicate whether the visitor will be serving as an authorized individual while working with **Programs Serving Minors**:

![Image of the ACCESS SELECTION]

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.

   Click **OK** to complete your application.

   ![Image of the confirmation message]

   **Note:** If a program is not listed, email 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.

   ![Image of the Save and Submit buttons]

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

   ![Image of the dropdown menu]

   **Step 3: Monitor Your Submissions**

1. As your request moves through the approval process, monitor your **KSU email inbox** for the following emails:

   a. **Background Check** – If a background check is required, 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 requested, you will be notified once the background check consent has been received.

   c. **Visitor Approval** – Once approved, you will receive further steps.

   d. **Expiration Notice** – You will also receive an email when your Registered Visitor is within 30 days (about 4 and a half weeks) of their expiration date.

   **Note:** Please plan to reassign a new Sponsor to any Registered Visitors upon separation from the University to ensure continuous access.

If you need assistance, please contact registeredvisitor@kennesaw.edu. For technical support, submit a ticket at service.kennesaw.edu.