Step 1: Login to OwlExpress

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.
2. Next, you will 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 (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.
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. 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.

c. If you are unsure if your visitor is working on an approved contract, you can review approved contracts list here: https://fiscalservices.kennesaw.edu/procurement/university_contracts.php

Note: If the affiliation or company/organization is not listed, email 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.

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. 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.