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:

1. Navigate to https://dooraccess.kennesaw.edu.

2. The *Door Access* home page will appear. Under *Door Access Requests*, select **the requestor's role** (e.g., Faculty and Staff Access).
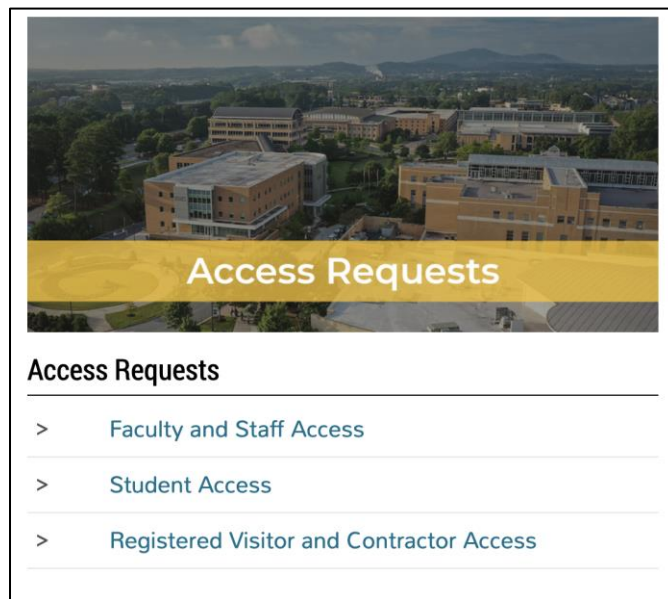

Figure 1 - Click Faculty and Staff Access

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**.
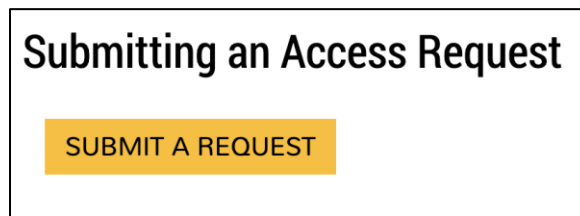

Figure 2 - Click Submit a Request

4. The *KiSSFLOW Sign In* window will appear. Under *Username*, enter your **KSU primary email address** (e.g., scrappy1@kennesaw.edu) (See Figure 3).

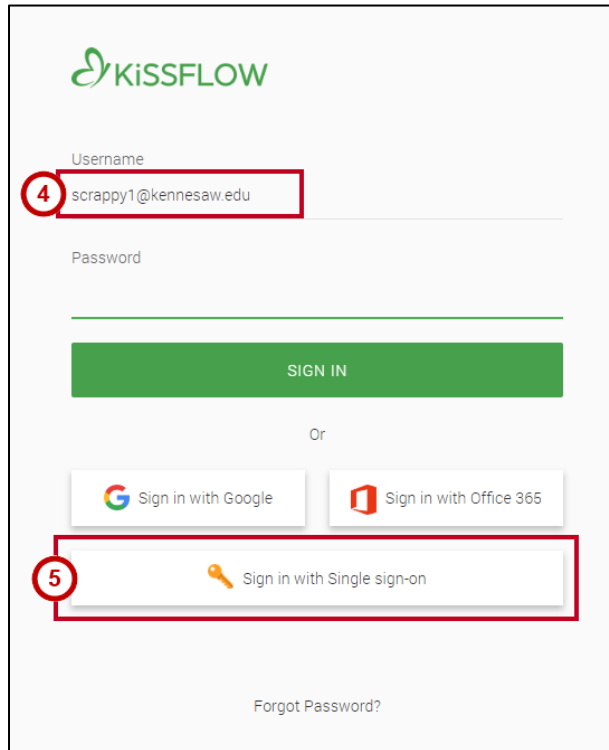5. Click **Sign in with Single sign-on** (See Figure 3).

Figure 3 - KiSSFLOW Sign In

6. The *Sign In* window will appear. Enter your **KSU Email Address** and **Password** (See Figure 4).

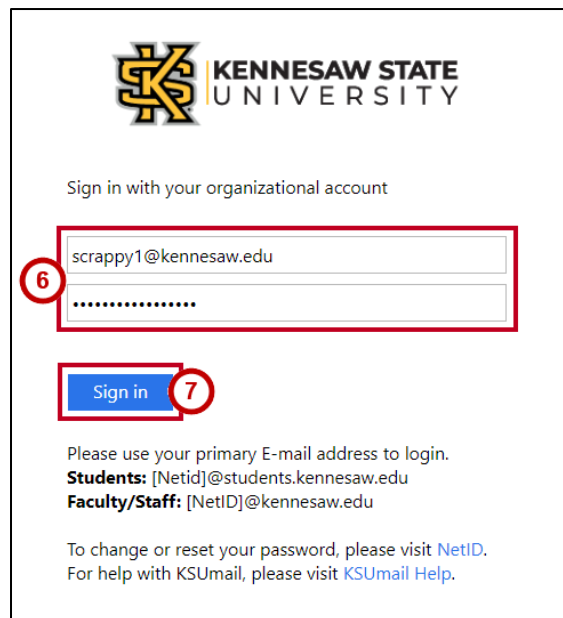7. Click **Sign in** (See Figure 4).

Figure 4 - New Session

8. You will be directed to the *Duo Authentication* window to verify your identity. Follow the appropriate steps to provide verification.

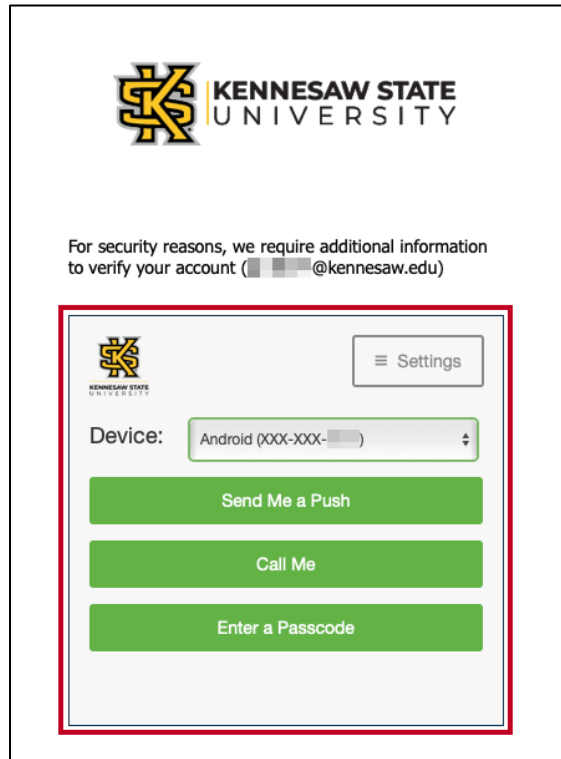**Note**: To access instructions for Duo setup and verification, please visit the UITS Documentation Center.

Figure 5 - Duo Verification

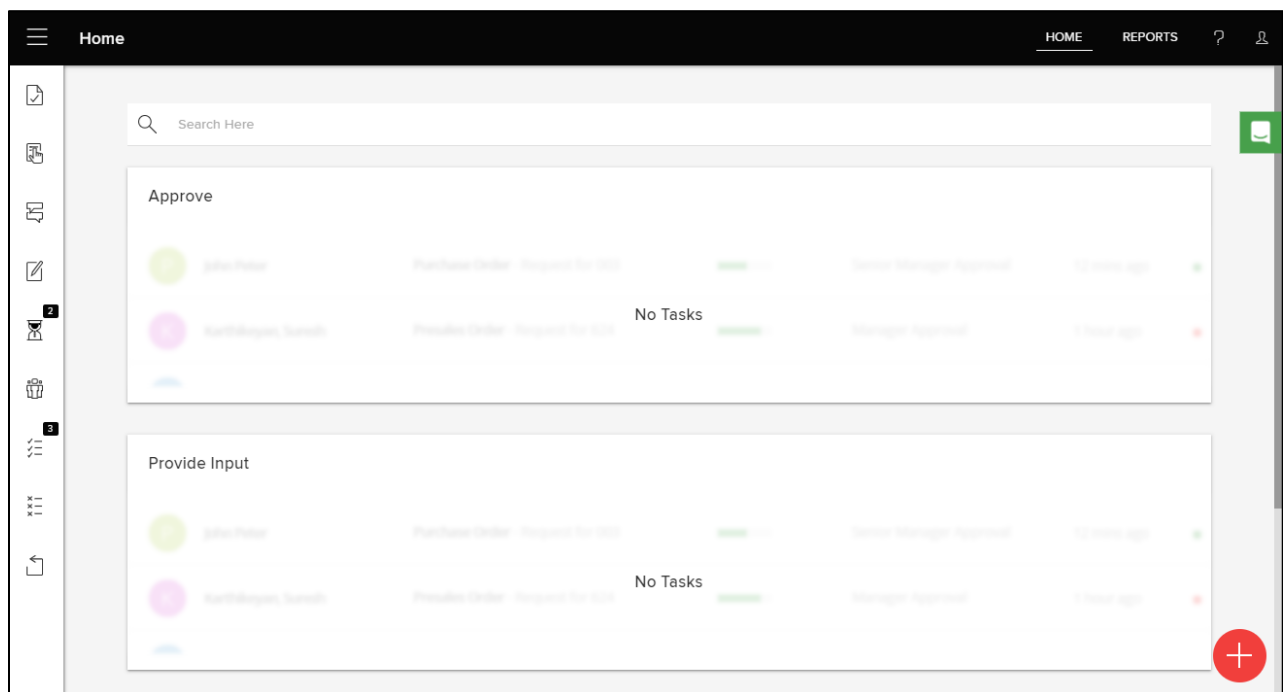9. The *KiSSFLOW* Home page will appear.

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 people using an access group:

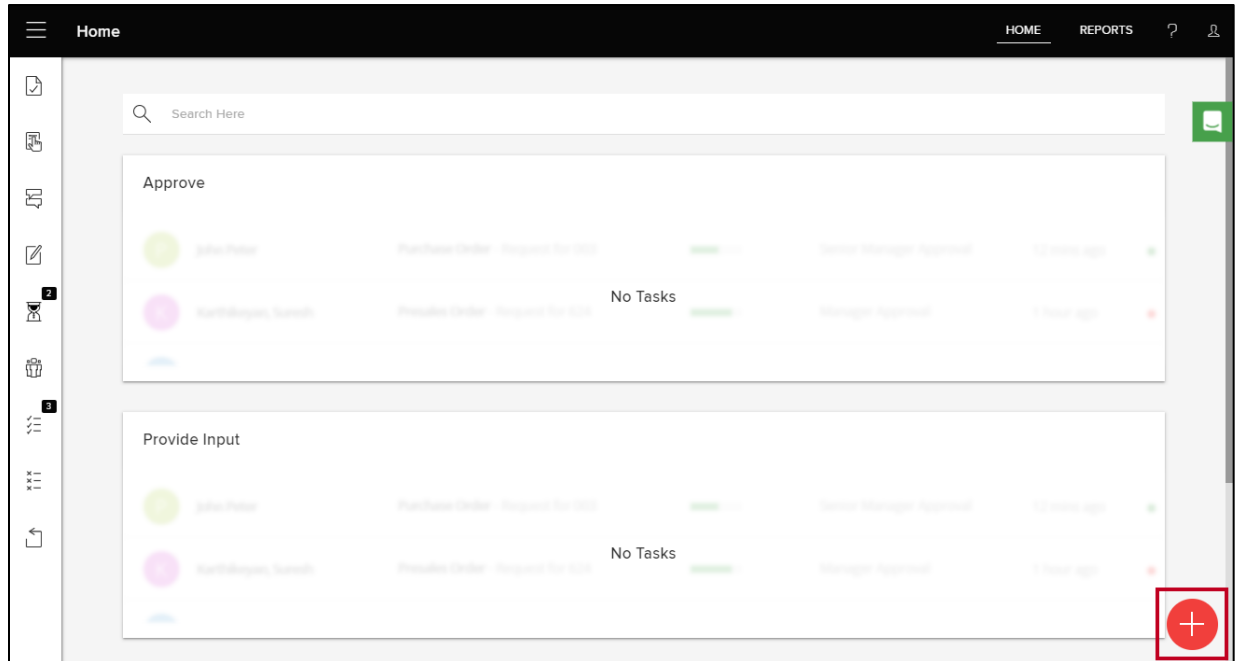1. To create a new request, click the **Add (+)** button.

Figure 7 - Click Add

2. The *Create New* window will appear. To the right of *Door Access Request*, click **Initiate**.
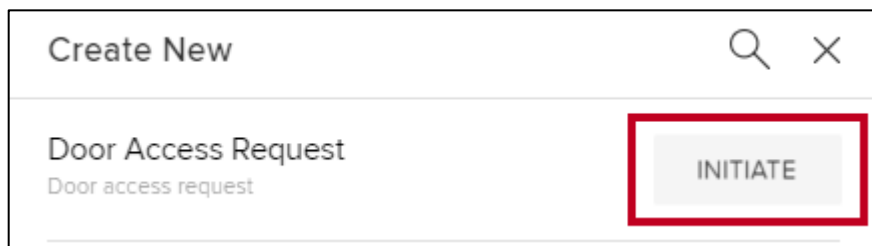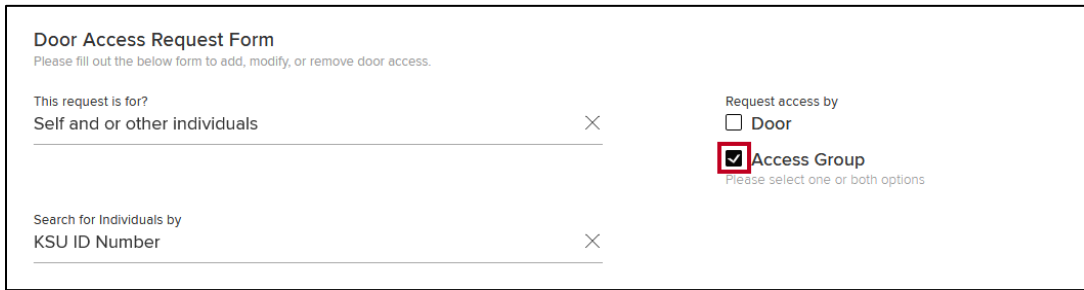

Figure 8 - Click Initiate

3. Click the **drop-down arrow** to select between KSU ID number or NetID (See Figure 9).

4. Click **KSU ID Number or NetID** (See Figure 9).

Figure 9 - Search by KSU ID Number

5. Under *Request access by*, click the **checkbox** next to *Access Group*.

Figure 10 - Click the Checkbox

6. The *Request by Access Group* selection box will appear. To add a single row, click **Add New Row**.

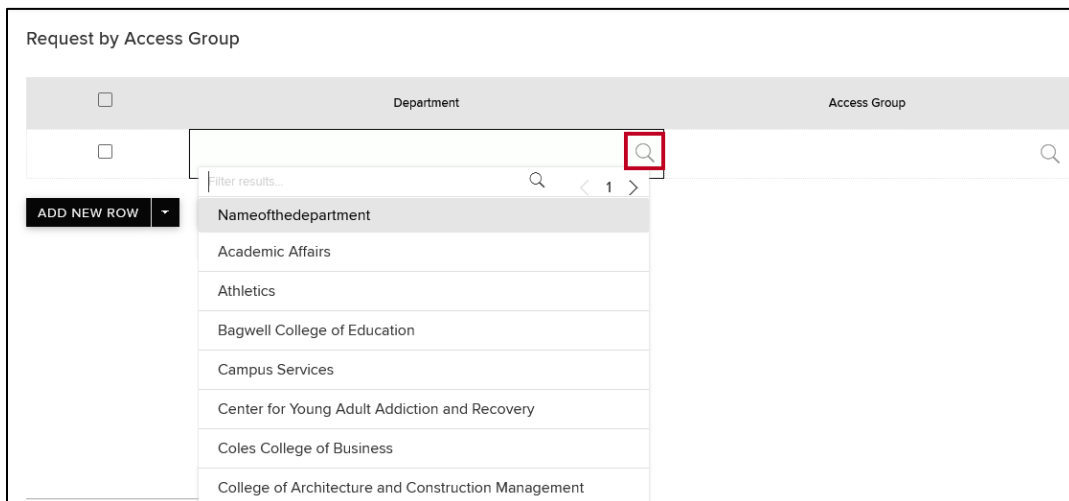**Figure 11 - Add New Row**

7. Under *Department*, click the **search** button to display a drop-down menu to select the desired department (See Figure 12).

8. **Scroll** to locate the desired department (See Figure 12) or begin **typing** in the *Filter results* field to narrow the search results to locate the desired department (See Figure 13 on next page).
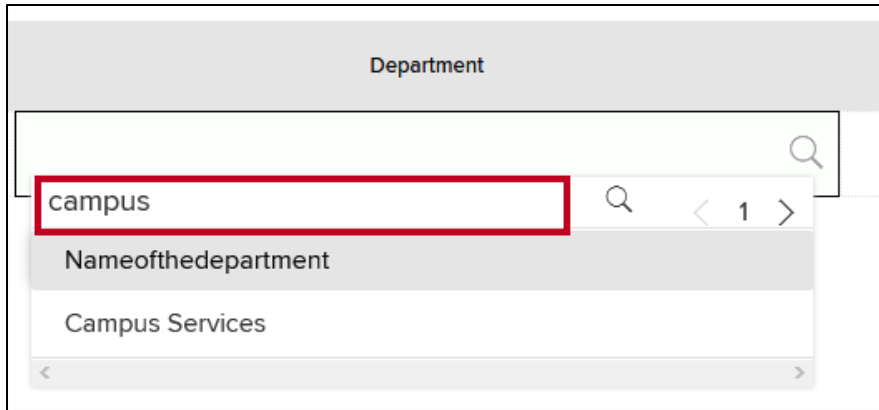

Figure 12 - Select Department

Figure 13 - Narrow Search Results

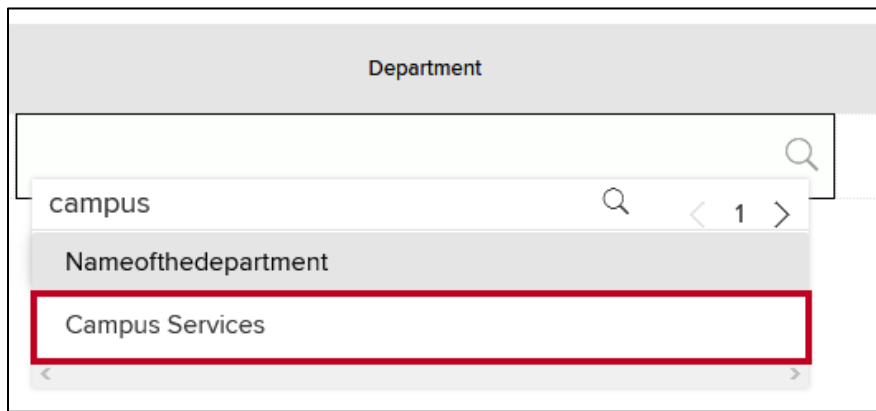9. In the *drop-down menu*, click the desired **Department**.

Figure 14 - Select Building

10. Under *Access Group*, click the **search** button to display a drop-down menu of available groups (See Figure 15).

11. **Scroll** to locate the desired Access Group or begin **typing** in the *Filter results...* field to narrow the field (See Figure 15).
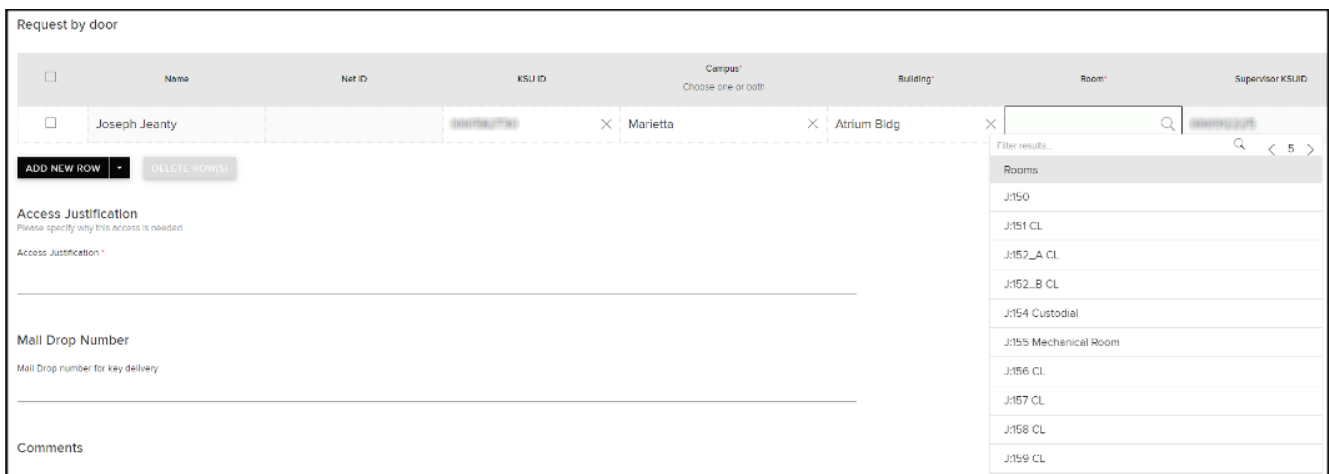
12. Click the desired **Access Group** (See Figure 15).

Figure 15 - Select Access Group

13. After you have made your selection, you may add a new row or add multiple rows to request access to additional Access Groups. 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.
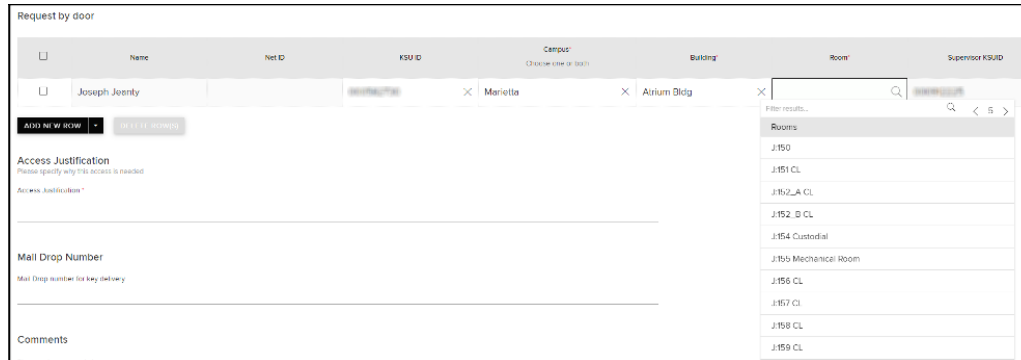

Figure 16 - Add Multiple Rows

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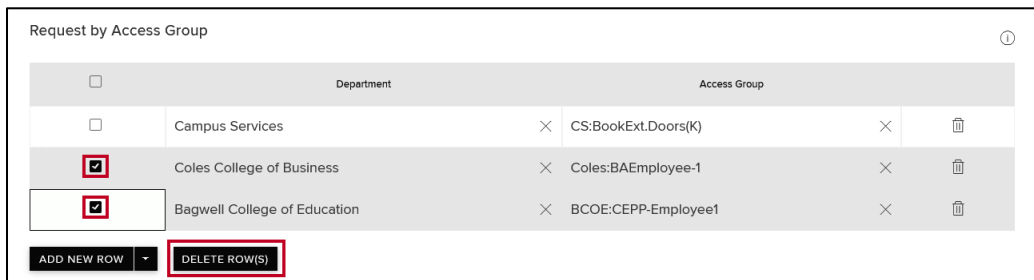

Figure 17 - Delete Rows

14. In the *Access Justification* section, enter the **reason** for the access request (See Figure 18).

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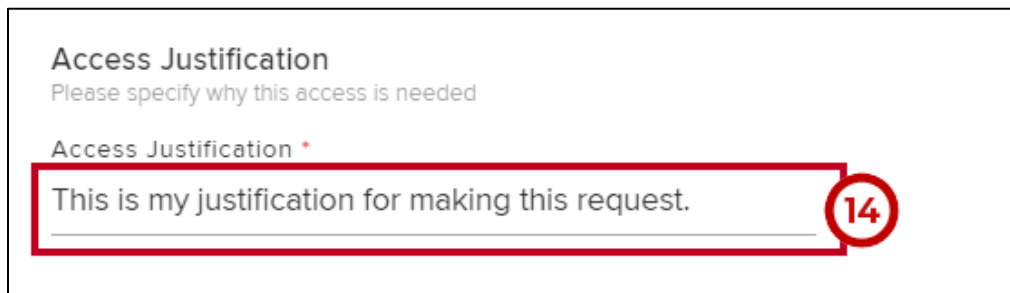

Figure 18 - Event Justification & Details

1. When ready to submit the request for approval, click **Submit** and your request will be routed to the appropriate party for review.

Figure 19 - Click Submit

Saving the Request

1. If you are not ready to submit the request, but would like to save for later completion, click **Save**.

Figure 20 - Click Save

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

3. Click the appropriate **Door Access Request** to review, make any necessary changes, and either submit, or delete (See Figure 21).
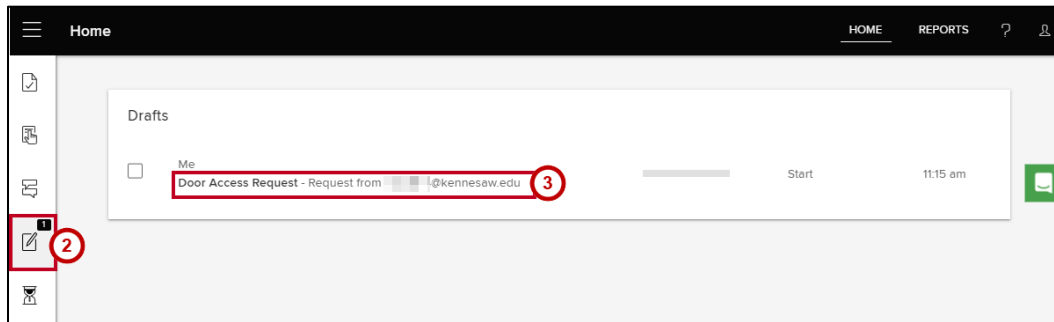

Figure 21 - Access Drafts

4. To save the form as a template, click the **drop-down arrow** next to *Save* (See Figure 22).
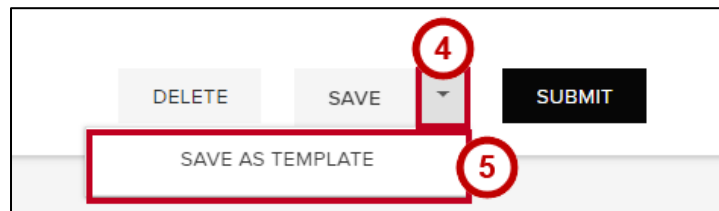
5. Click **Save as Template** (See Figure 22).

Figure 22 - Save as Template

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

Figure 23 - Use as Template Button