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 *Access Requests*, select **the requestor's role** (e.g., Faculty and Staff Access).
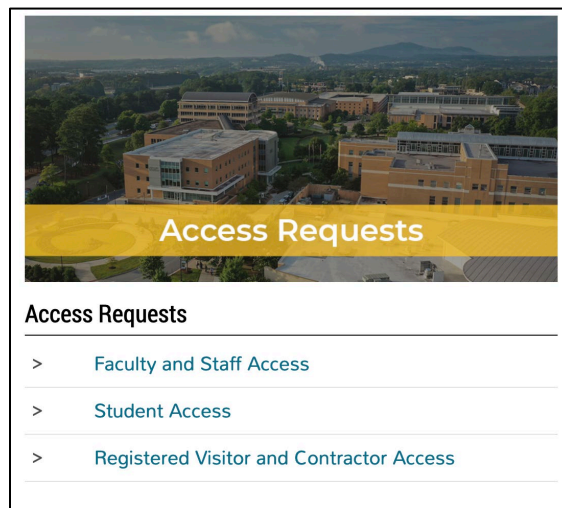

Figure 1 - Click Faculty and Staff Access

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**.
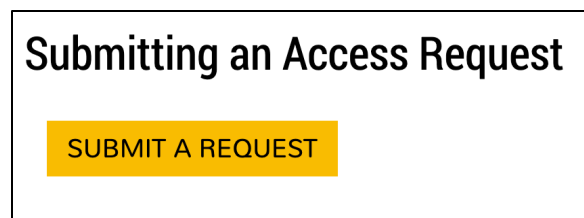

Figure 2 - Click Submit a Request

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

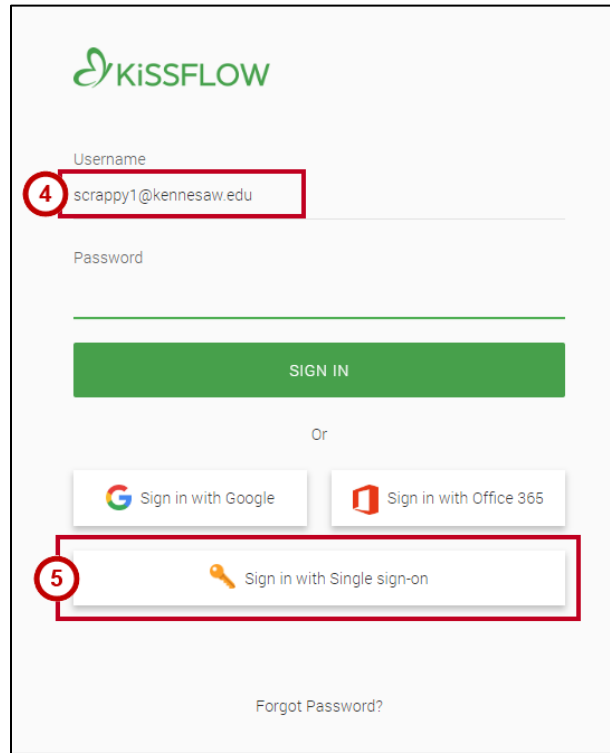5. Click **Sign in with Single sign-on** (See Figure 3).

Figure 3 - KiSSFLOW Sign In

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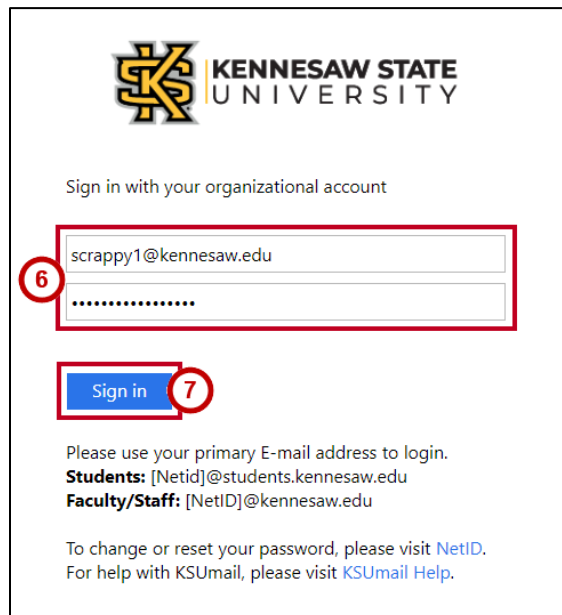
7. Click **Sign in** (See Figure 4).

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.

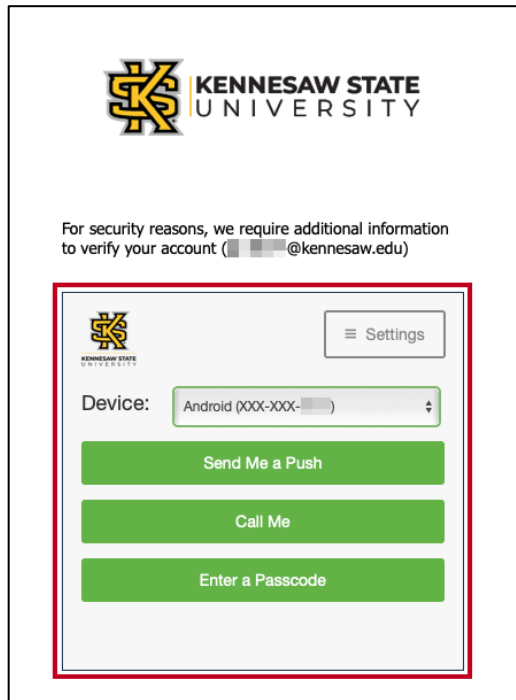**Note**: To access instructions for Duo setup and verification, please visit the UITS Documentation Center.

Figure 5 - Duo Verification

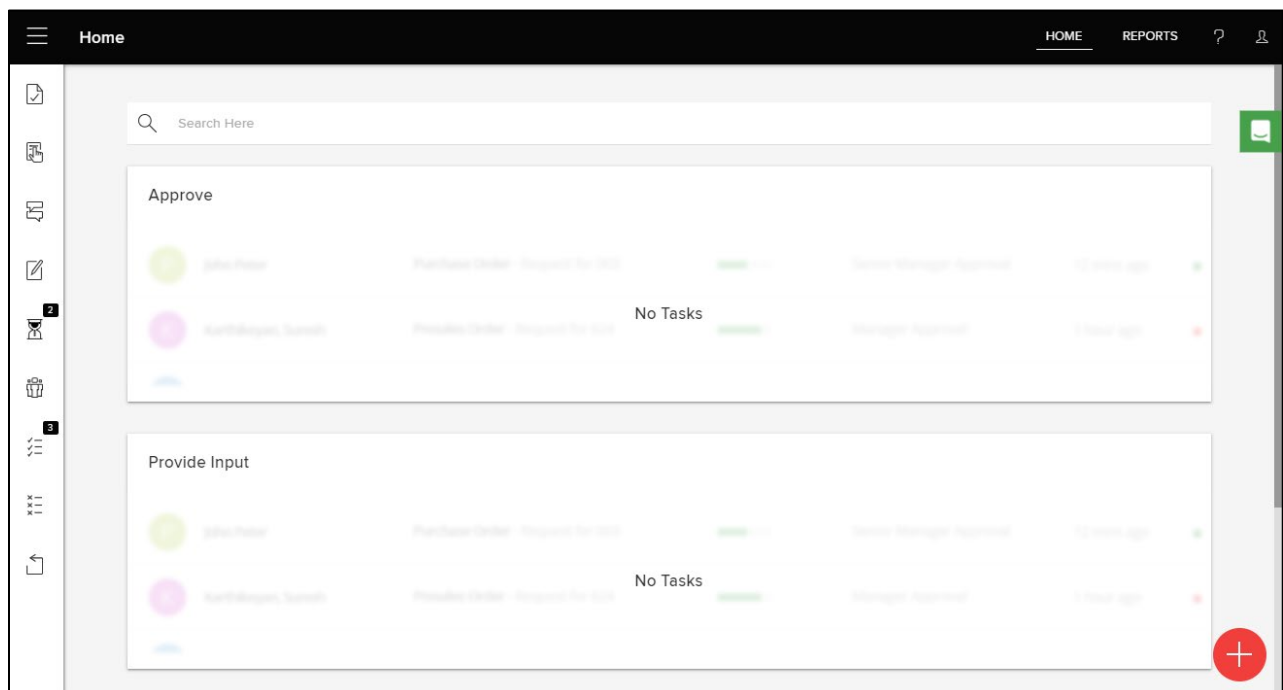9. The *KiSSFLOW* Home page will appear.

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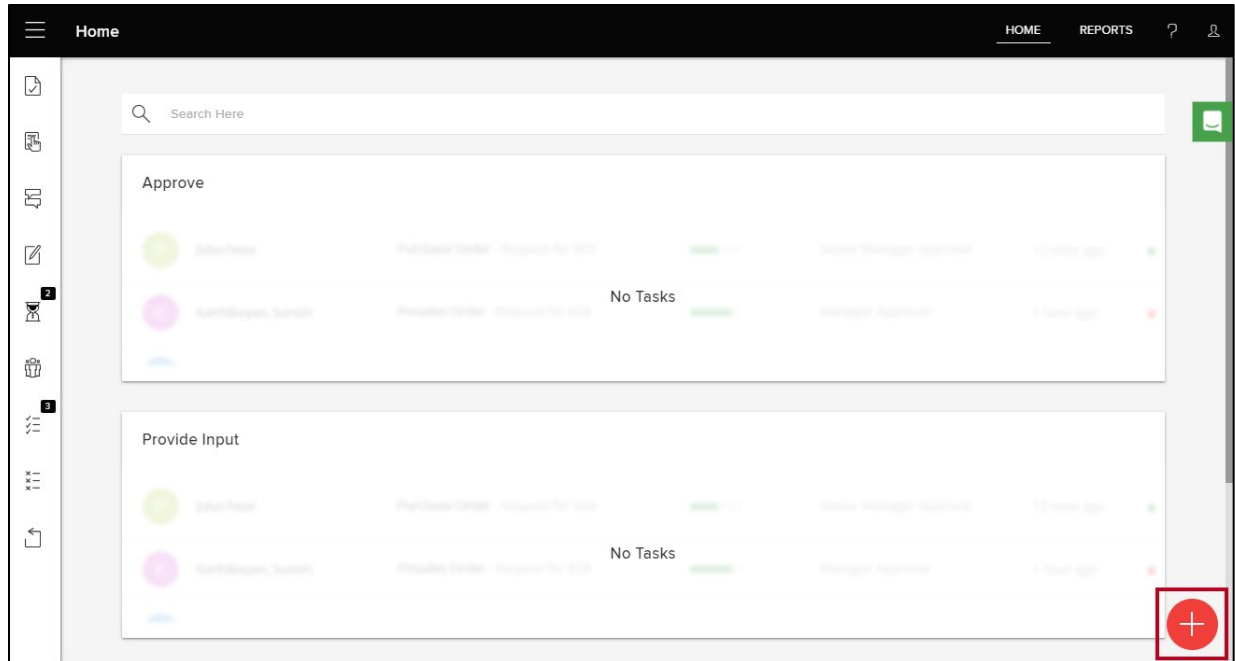
1. To create a new request, click the **Add (+)** button.

Figure 7 - Click Add

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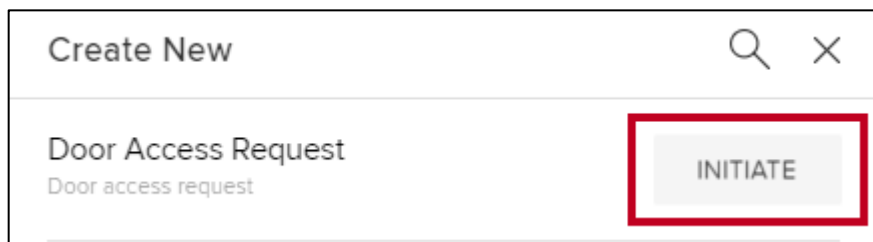

Figure 8 - Click Initiate

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

Figure 9 - Search by KSU ID Number

4. Under *Request access by*, click the **checkbox** next to *Door*.

Figure 10 - Click the Checkbox

5. The *Request by door* selection box will appear below. To add a single row, click **Add New Row**.

Figure 11 - Add New Row

6. A row is added to the table. Add a person using their **KSU ID Number or NetID** based on which you selected in step 3 above.

7. Under *Campus*, click the **drop-down arrow** (See Figure 12).

8. In the *drop-down menu*, click to select the appropriate **campus** (See Figure 12).

Figure 12 - Select Campus

9. Under *Building*, click the **search** button to display a drop-down menu to select the desired building.
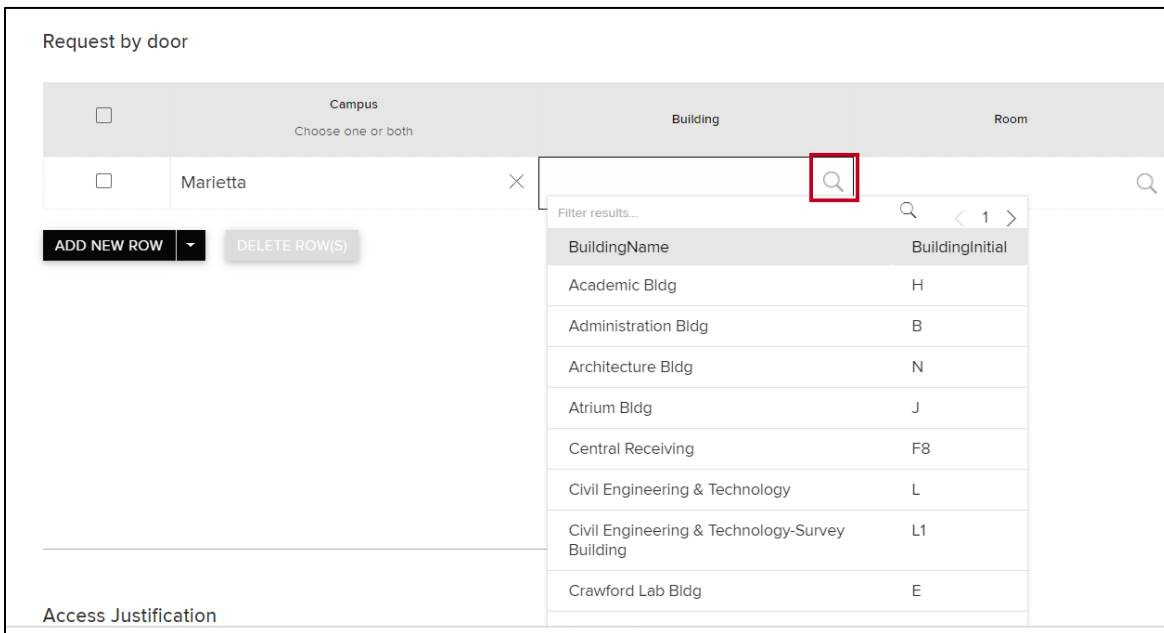
Figure 13 - Select Building

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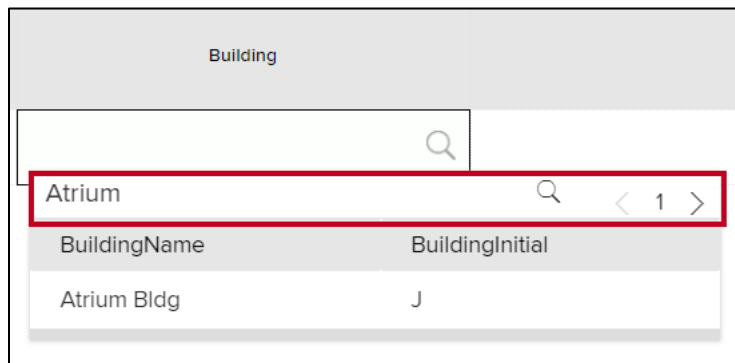

Figure 14 - Narrow Search Results

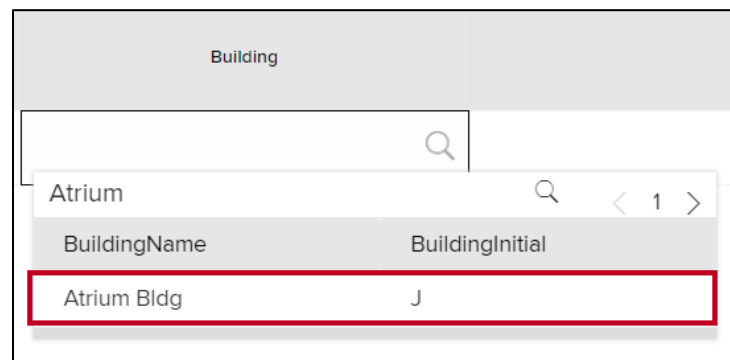11. In the *drop-down menu*, click the desired **building**.

Figure 15 - Select Building

12. Under *Room*, click the **search** button to display a drop-down menu of available doors (See Figure 16).

13. **Scroll** to locate the desired door or begin **typing** in the *Filter results...* field to narrow the field (See Figure 16).

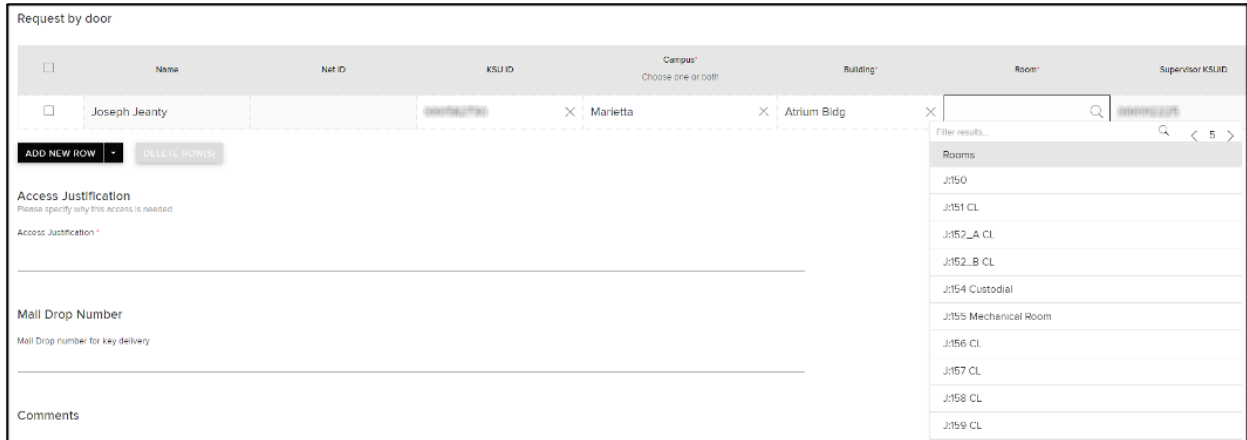14. Click the desired **door** Click the desired **door** (See Figure 16).

Figure 16 - Select Door

15. 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.
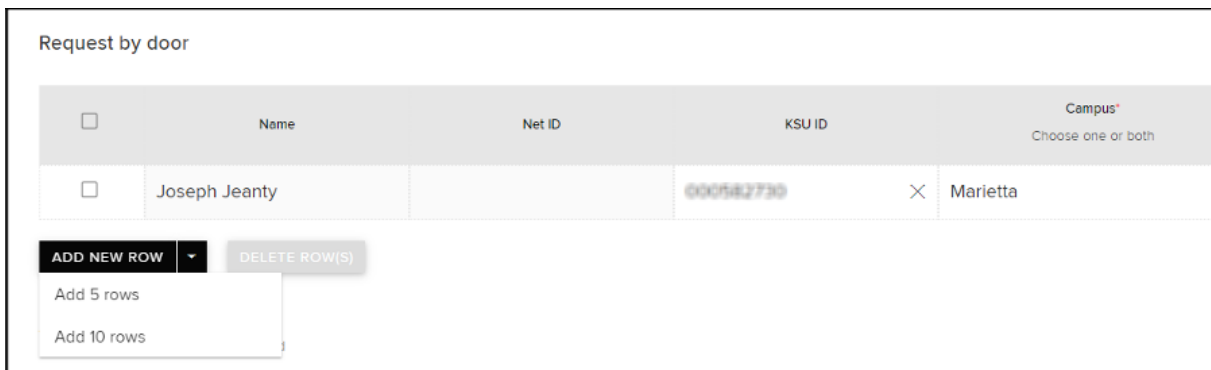

Figure 17 - Add Multiple Rows

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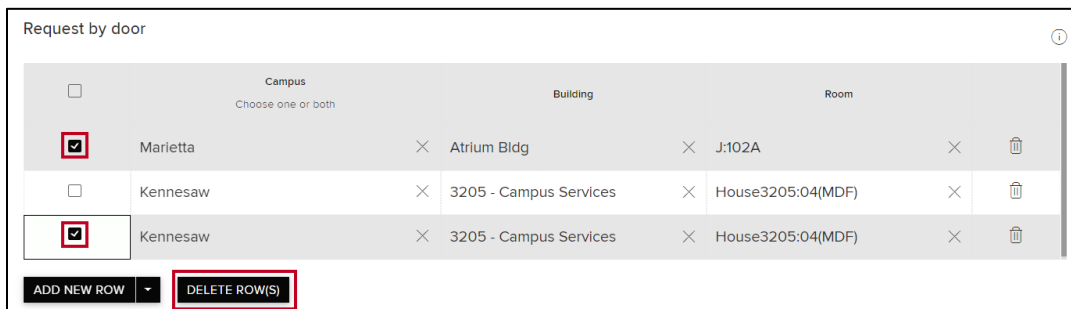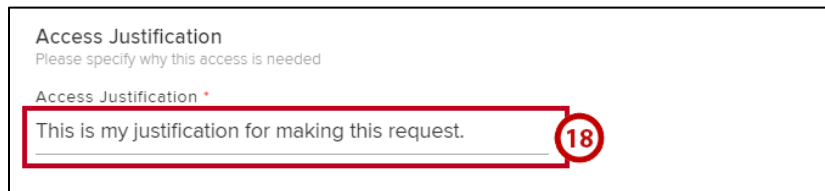

Figure 18 - Delete Multiple Rows

16. In the *Access Justification* section, enter the **reason** for the access request (See Figure 19).

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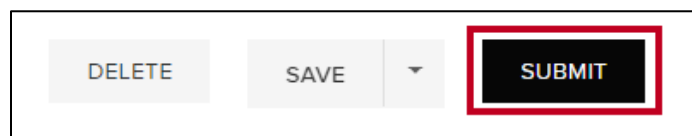

Figure 19 – Access Justification

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

Figure 20 - Click Submit

18. 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 21 - Click Save

2. This will store to Drafts on the *Home* page. When ready to retrieve, click **Drafts** (See Figure 22).

3. Click the appropriate **Door Access Request** to review, make any necessary changes, and either submit, or delete (See Figure 22).
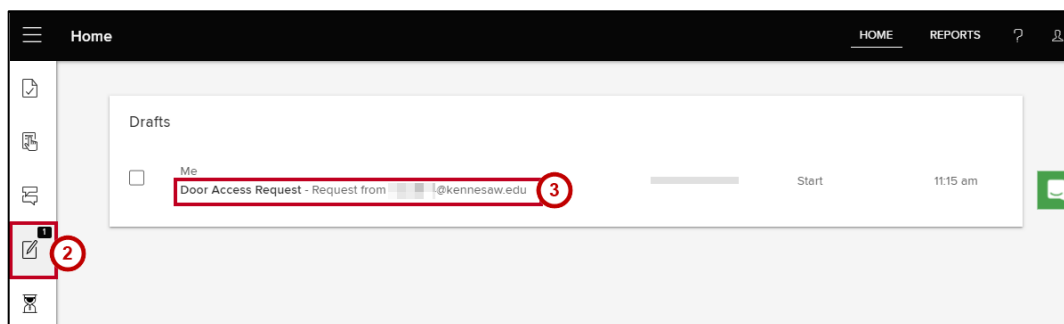

Figure 22 - Access Drafts

4. To save the form as a template, click the **drop-down arrow** next to *Save* (See Figure 23).

5. Click **Save as Template** (See Figure 23).

Figure 23 - Save as Template
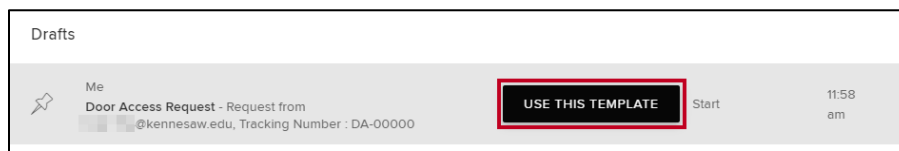
6. This will copy the form to *Drafts* with a *Use as Template* button.

Figure 24 - Use as Template Button