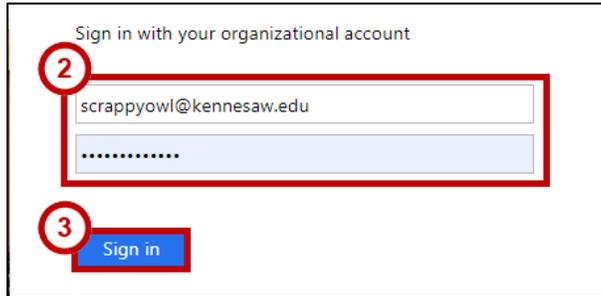


Registered Visitor Request Form

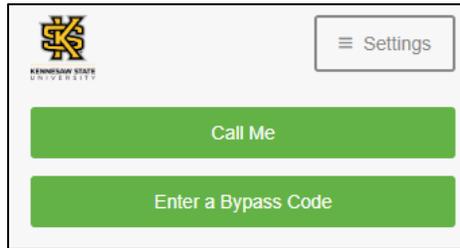
This process is designed for visitors that require key card access.

Step 1: Login to OwlExpress

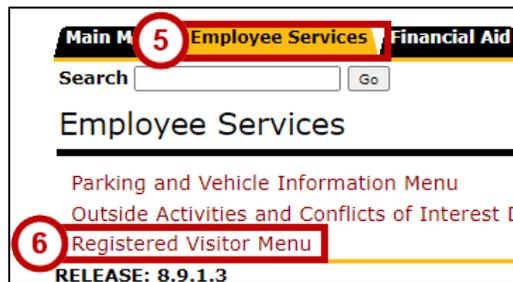
1. Navigate to <https://www.kennesaw.edu/owlexpress>
2. Enter your **KSU Email Address** and **password**.



3. Click **Sign In**.
4. Sign in with Duo Authentication window using your **KSU credentials**.



5. Click **Employee Services** from the Owl Express Main Menu.



6. Click **Registered Visitor Menu**.
7. Click **Registered Visitors**.

Registered Visitors Menu

For more information, please refer to [Job Aid](#).

- [Registered Visitors](#)
- [D2L Only Visitors](#)
- [IEP Only Visitors](#)

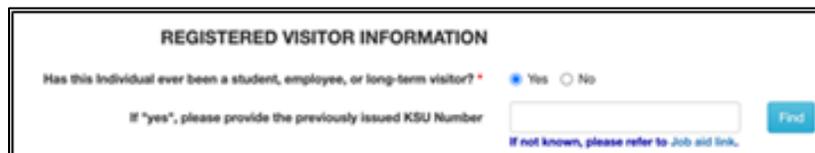
8. Use the following tabs to monitor the status of submissions as they move through the approval process:



- a. **Expiring Soon** – Records that will expire within 30 days appear on the Expiring Soon Tab. This will include those records that the Sponsor has not taken action to either Renew or Confirm Expiration as well as those that the Sponsor has Confirmed to Expire.
- b. **Active** –The Active Tab displays all requests that have not yet reached their expiration date. Confirmed to Expire will display for those that are within 30 days of expiration and the Sponsor has confirmed that they should expire. For those that are not within 30 days of expiration, the Sponsor has the option to Deactivate the record in the event, the visitors appointment should end sooner than originally anticipated.
- c. **In Progress** – The In Progress Tab includes requests that have been Saved by the Sponsor for completion later and those requests that require HR review for approval.
- d. **Inactive** – The Inactive Tab includes all expired requests and provides the Sponsor the option to Reactivate, if needed. **NOTE:** Reactivating will not restore previous data such as OneDrive documents and emails received prior to expiration.

Step 2: Complete the RV Request Form

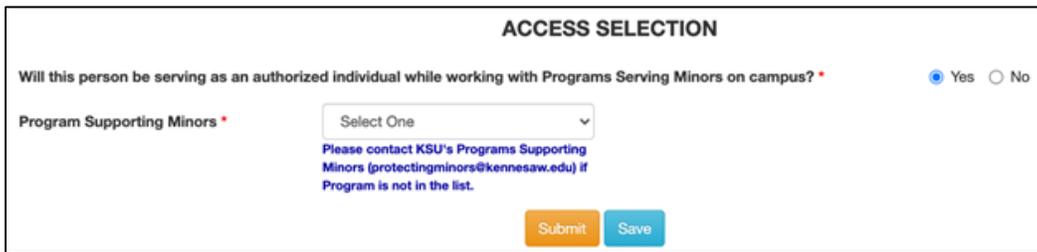
1. Registered Visitor Request Form will open. Review the pre-populated information and fill in the required fields (indicated by an asterisk).
2. Indicate whether the visitor has previous affiliation with KSU.



3. 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 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.
 - c. In **Role of Visitor** field, enter the details for the visit. Note: Please indicate employee type (I.e., “Temporary Employee working for (insert agency name)”).
4. 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. Click **Submit** to complete your application.



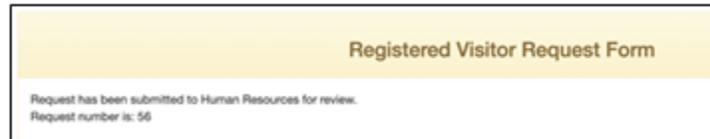
- b. Answer the remaining questions by selecting **Yes** or **No**.

Note: If a program is not listed, email protectingminors@kennesaw.edu. Click Save. Do not submit your application until you can select the appropriate program.

When all fields have been completed, click **Submit**. 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
- 5. Once your application has been submitted, you will receive a confirmation message with your Request ID.

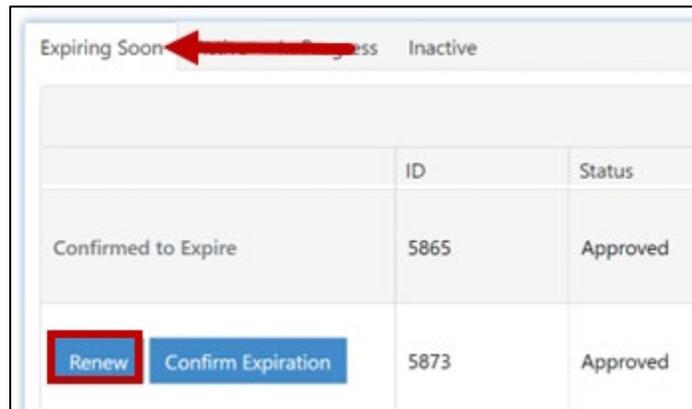


Step 3: Add, Renew, Reactivate, or Deactivate Access

- 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.



- b. **Renew Access** – To renew the access of your visitor prior to the visitor’s end access date, select the **Expiring Soon** tab. Next, click **Renew**.



- c. **Reactivate Access** – To reactivate a visitor access, click the **Inactive** tab. Next, click **Reactivate**.
Note: Email dooraccess@kennesaw.edu to restore access lost upon expiration.

Expiring Soon			Active	In Progress	Inactive
			ID	Status	
Reactivate			4688	Approved	

- d. **Deactivate Access** – To terminate visitor access, click the **Active** tab. Locate the appropriate visitor and click **Deactivate**.

Expiring Soon	Active	In Progress	Inactive
		ID	Status
Confirmed to Expire		5828	Approved
Deactivate		5832	Approved

The Registered Visitor Request Form will open. Scroll down to the bottom of the form and select the Inactivate button.

HR SECTION

Visitor Type *

Status Background

Inactivate

Step 4: 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 ensure they respond in a timely manner to the consent request.

For additional support, please contact the KSU Service Desk at service.kennesaw.edu.

- b. **Background Check Confirmation** – If requested, you will be notified once the background check consent has been received.
- c. **Visitor Approval** – Once approved, you and your visitor will receive further steps.
- d. **Expiration Notice** – You will receive an email when your visitor is within 30 days, 15 days, 10 days, 5 days, and 1 day of their expiration date. You can opt out of emails in OwlExpress.

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