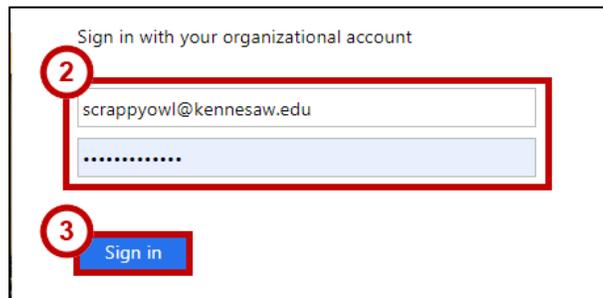


## Registered Visitor Request Form: D2L & IEP

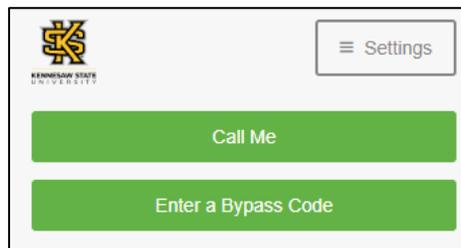
This process is designed for visitors that only need D2L or Intensive English Program access. These visitors WILL NOT have key card access nor access to any other systems.

### 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 **D2L Only Visitors** or **IEP Only 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:

Expiring Soon Active In Progress Inactive

- 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: Add, Renew, or Reactivate Visitors

### (Option 1) Import Data to Add New D2L Only Visitors

1. Click **Register New D2L Only Visitor**.

+ Register New D2L Only Visitors

2. Click **Import Data from Excel**.

Register New Visitors

Enter new visitor data below, or import data from an Excel spreadsheet.

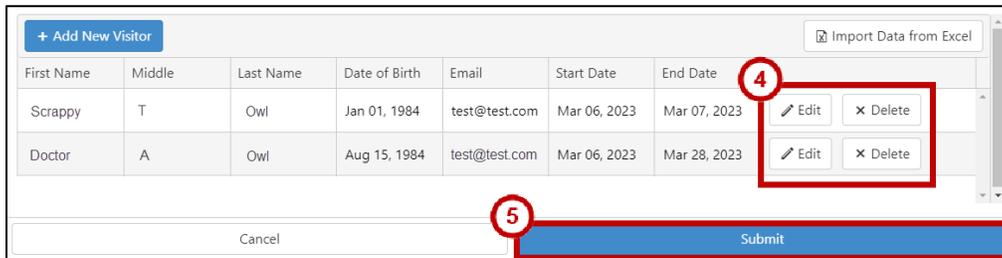
+ Add New Visitor 📄 Import Data from Excel

3. Select an Excel or CSV file to upload. The file should include the visitor(s) First Name, Middle, Last Name, DOB, Email, Start Date, and End Date.

	A	B	C	D	E	F	G
1	<b>First Name</b>	<b>Middle</b>	<b>Last Name</b>	<b>Date of Birth</b>	<b>Email</b>	<b>Start Date</b>	<b>End Date</b>
2	Scrappy	T	Owl	4/1/1984	sowl1@kennesaw.edu	4/1/2023	4/1/2024

**Note:** DOB is required to look up and activate NetID required for D2L access; Middle name is optional.

4. Select **Edit** to edit your data, or **Delete** to remove.



First Name	Middle	Last Name	Date of Birth	Email	Start Date	End Date	
Scrappy	T	Owl	Jan 01, 1984	test@test.com	Mar 06, 2023	Mar 07, 2023	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Doctor	A	Owl	Aug 15, 1984	test@test.com	Mar 06, 2023	Mar 28, 2023	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Cancel

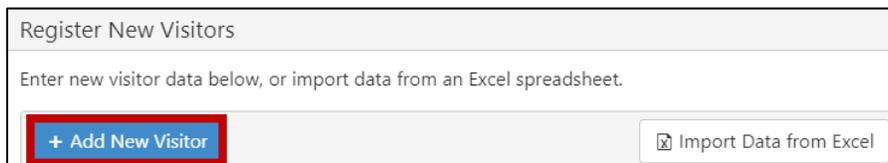
5. Click **Submit**.

### (Option 2) Manually Add New D2L Only Visitors

1. If your visitor is new to KSU, click **Register New D2L Only Visitor**.



2. Click **Add New Visitor**.



Register New Visitors

Enter new visitor data below, or import data from an Excel spreadsheet.

3. Enter the following new visitor data:

First Name	Middle	Last Name	Date of Birth	Email	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="ar..."/>	<input type="text"/>	<input type="text" value="ar..."/>	<input type="text" value="ar..."/>

- a. **First Name** – Type to enter a first name.
- b. **Middle** – Type to enter a middle name.

For additional support, please contact the KSU Service Desk at [service.kennesaw.edu](https://service.kennesaw.edu).

- c. **Last Name** – Type to enter a last name.
- d. **Date of Birth** – Click the calendar icon to select a DOB.
- e. **Email** – Type to enter the visitor’s email.
- f. **Start Date** – Click the calendar icon to select a start date.
- g. **End Date** – Click the calendar icon to select an end date.

4. Click **Update**.

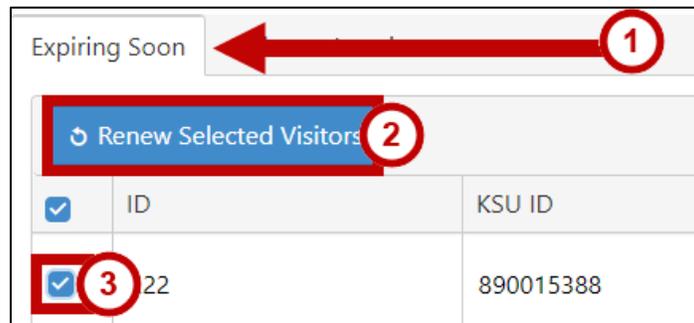


5. Select **Submit**.

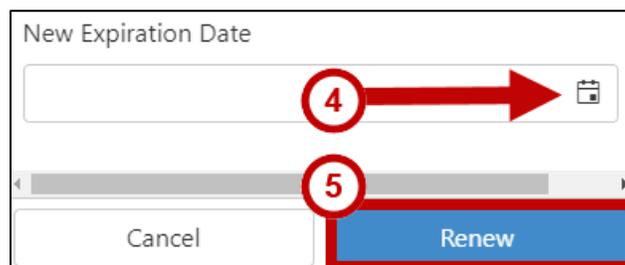


**(Option 3) Renew Visitor Access**

1. To renew the access of your visitor prior to the visitor’s end access date, select the Expiring Soon tab.



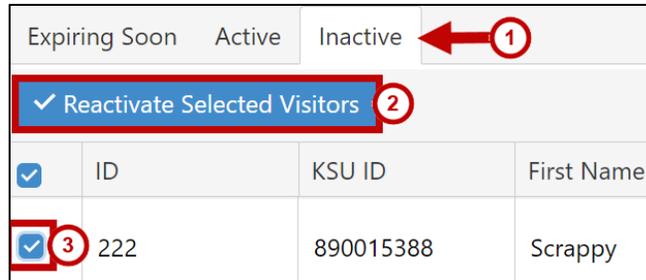
- 2. Select the **checkbox** next to the appropriate visitor.
- 3. Select **Renew Selected Visitors**.
- 4. Click the **calendar** to select a new expiration date for the visitor.



5. Click **Renew**.

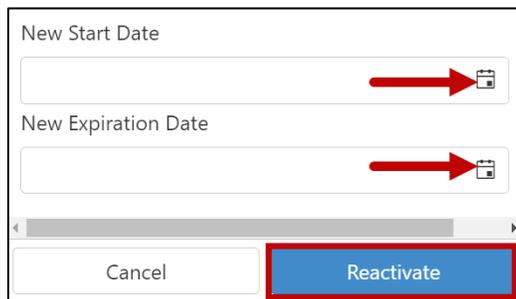
**(Option 4 ) Reactivate Visitor Access**

1. To reactivate a visitor access, click the **Inactive** tab.



Expiring Soon				Active				Inactive ← 1			
✓ Reactivate Selected Visitors 2											
<input checked="" type="checkbox"/>	ID	KSU ID		First Name							
<input checked="" type="checkbox"/> 3	222	890015388		Scrappy							

2. Select the **checkbox** next to the appropriate visitor.
3. Click **Reactivate Selected Visitors**.
4. Use the **calendar** icons to select a New Start Date and Expiration Date.



New Start Date → [Calendar Icon]

New Expiration Date → [Calendar Icon]

Cancel Reactivate

5. Click **Reactivate**.
6. Email [dooraccess@kennesaw.edu](mailto:dooraccess@kennesaw.edu) to restore access lost upon expiration.

**Step 3: Monitor Your Submissions**

1. Upon submission, you and your visitor will receive an email containing your visitor's identification information, start/end date details, and any next steps. **Note:** It may take 2-3 business days for NetID and D2L account creation. The visitor must activate the NetID using their KSU number and Date of Birth before logging into D2L.

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