



### 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>

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 signon (See Figure 3).

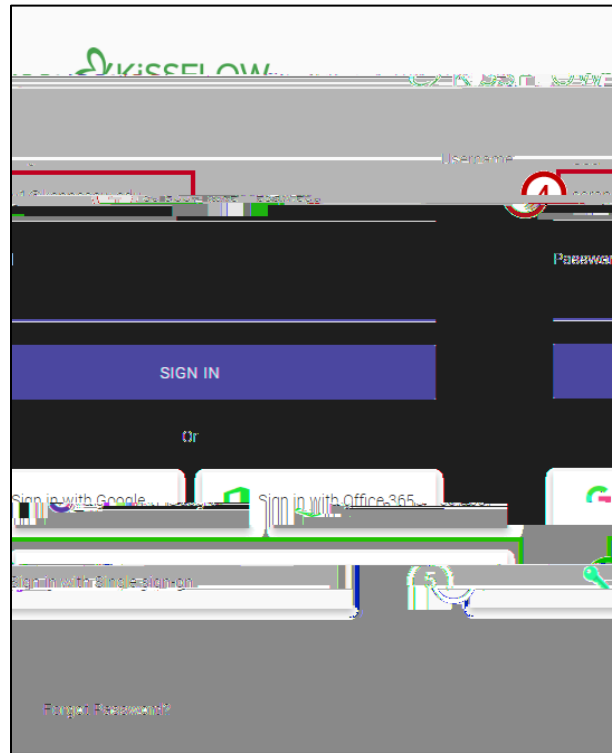


Figure3 - KiSSFLOW Sign In

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



Figure4 - 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](#).

Figure5 - Duo Verification

9. The **KiSSFLOW** home page will appear.

Figure6 - KiSSFLOW Home Page

## Completing the Door Access Request Form

The following describes how to complete the



Figure13- 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.

Figure14- Narrow Search Results

11. In the **drop-**

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).

Figure16 - 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.

Figure17 - 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)**

Figure18 -

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.

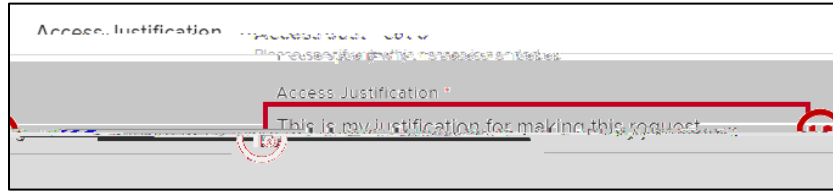


Figure19 – Access Justification

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



Figure20 - 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**.



Figure21 - Click Save

2. This will store to Drafts on the **Homepage**. 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).

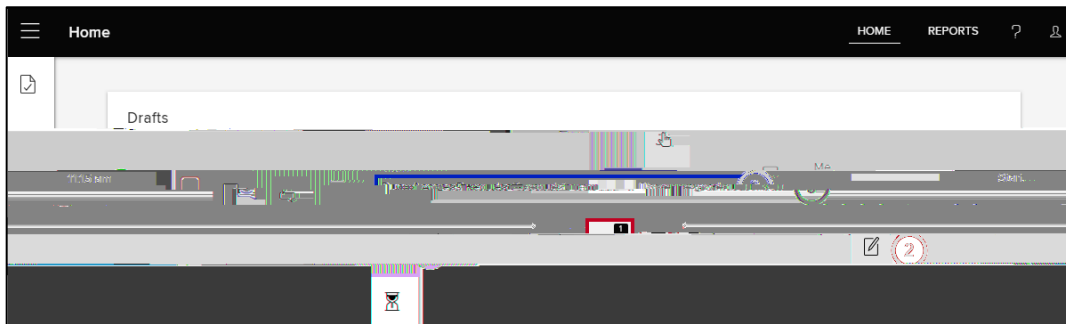


Figure22 - Access Drafts



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).

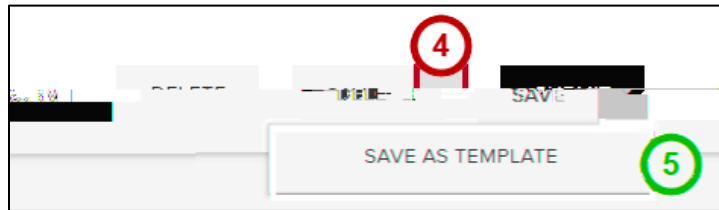


Figure23- Save as Template

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



Figure24- Use as Template Button