## 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 <a href="https://dooraccess.kennesaw.edu">https://dooraccess.kennesaw.edu</a>.
- 2. The oor ess home page will appear. Under oor ess Requests, select the requestor's role (e.g., Faculty and Staff Access).

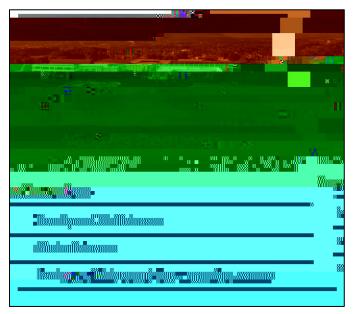


Figure 1 - Click Faculty and Staff Access

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

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- 4. The i L ign n 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 ign n window will appear. Enter your KSU Email Address and Password (See Figure 4).
- 7. **Click** Sign in (See Figure 4).

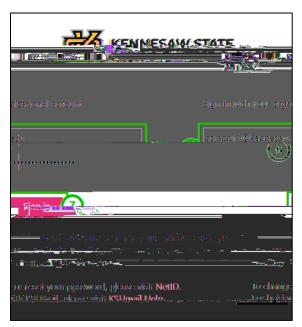


Figure 4 - New Session

8. You will be directed to the up uthenti ation 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.

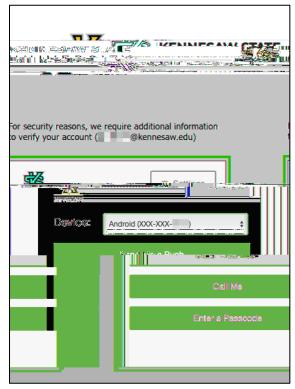


Figure 5 - Duo Verification

9. The i L Home page will appear.

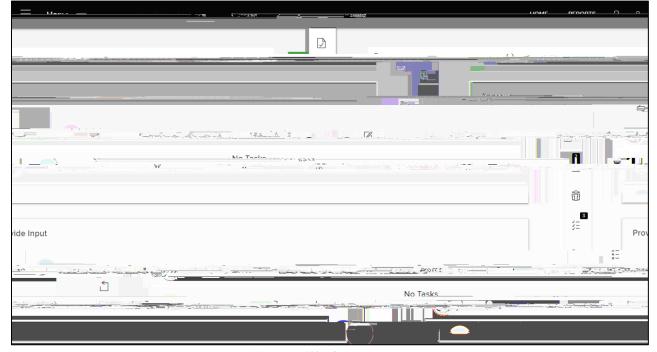
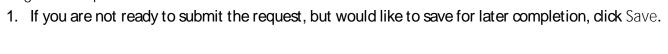
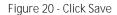


Figure 6 - KiSSFLOW Home Page

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, dick the drop-down arrow next to dd New Row. You may select between Add 5 rows and Add 10 rows at a time.
Figure 16 - Add to Mittel Her Resulting 0 G1 28738 37038  Note: To delete one or more rows, dick the checkbox to the left of the row(s); then dick Delete Rows(s).
Figure 17 - Delete Rows
14. In the ess ustifi ation section, enter the reason for the access request

## Saving the Request





- 2. This will store to Drafts on the ome page. When ready to retrieve, dick 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, dick the drop-down arrow next to ave (See Figure 22).
- 5. Click Save as Template (See Figure 22).