

## Accessing the Door Access Request Form



the requestor's role

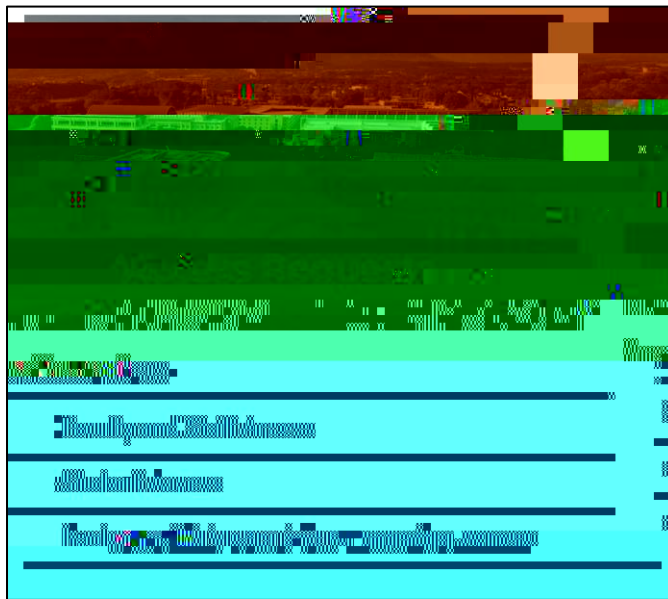


Figure 1 - Click Faculty and Staff Access

## Submit a Request

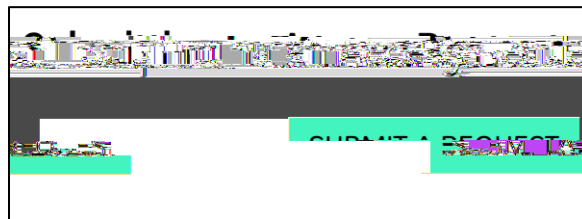


Figure 2 - Click Submit a Request

Sign in with Single sign-on

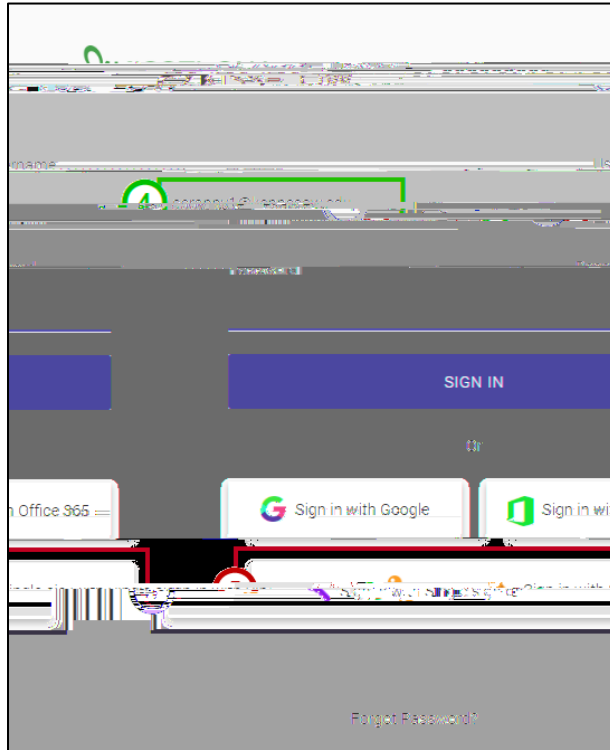


Figure 3 - KISSFLOW Sign In

KSU Email Address      Password

Sign in

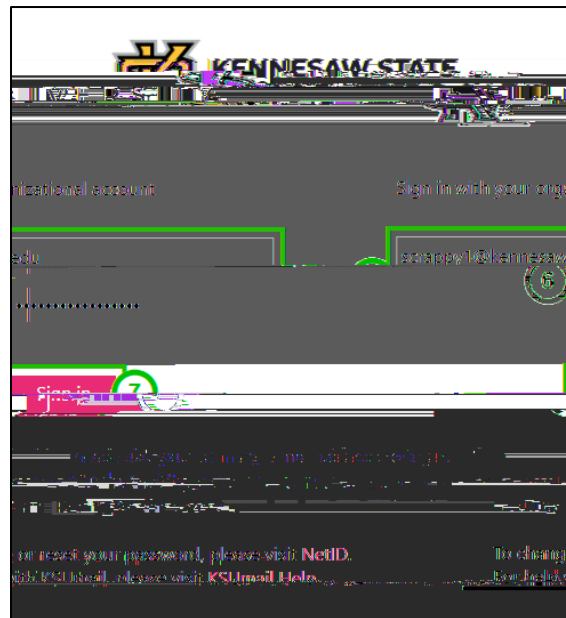


Figure 4 - New Session

Note

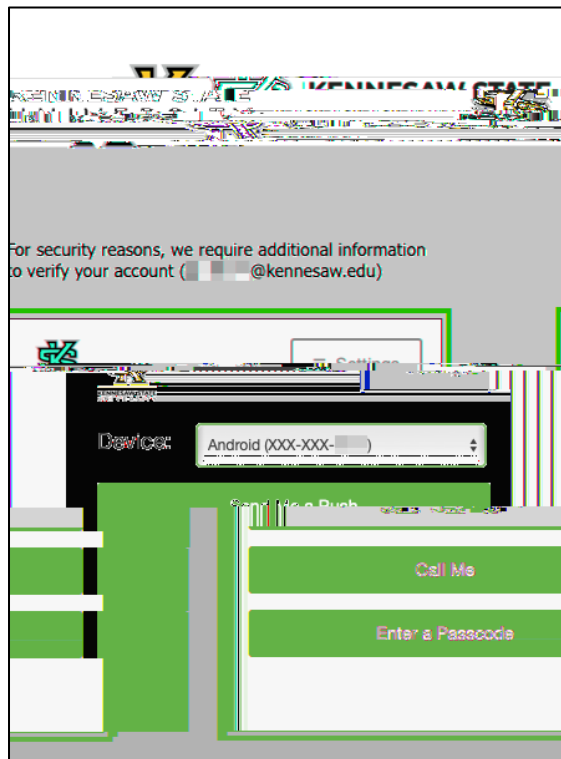


Figure 5 - Duo Verification

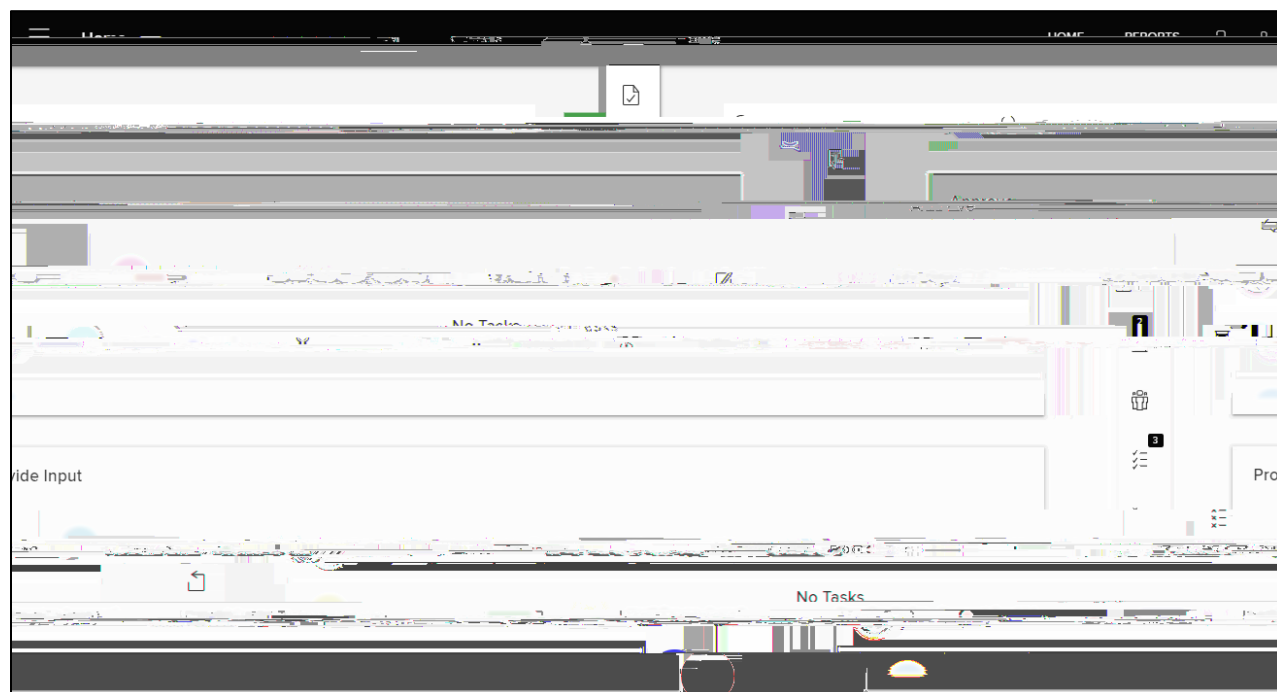


Figure 6 - KISSFLOW Home Page





Figure 13

Add 5 rows    Add 10 rows    drop-down arrow

Figure 16 - Add Multiple Rows G1 28738 37038

Note

checkbox

Delete Rows(s)

Figure 17 - Delete Rows

reason

# Saving the Request

Save

Figure 20 - Click Save

Drafts

Door Access Request

Figure 21 - Access Drafts

drop-down arrow

Save as Template