

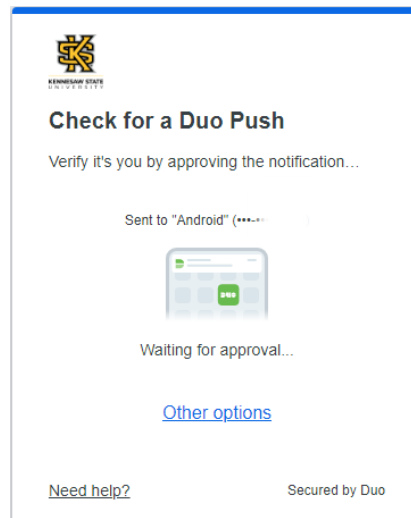
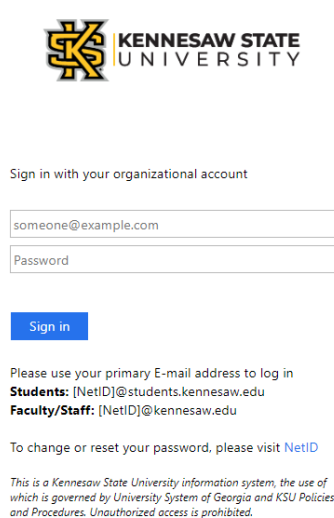
Door Access Requests in Decisions User Guide

Table of Contents

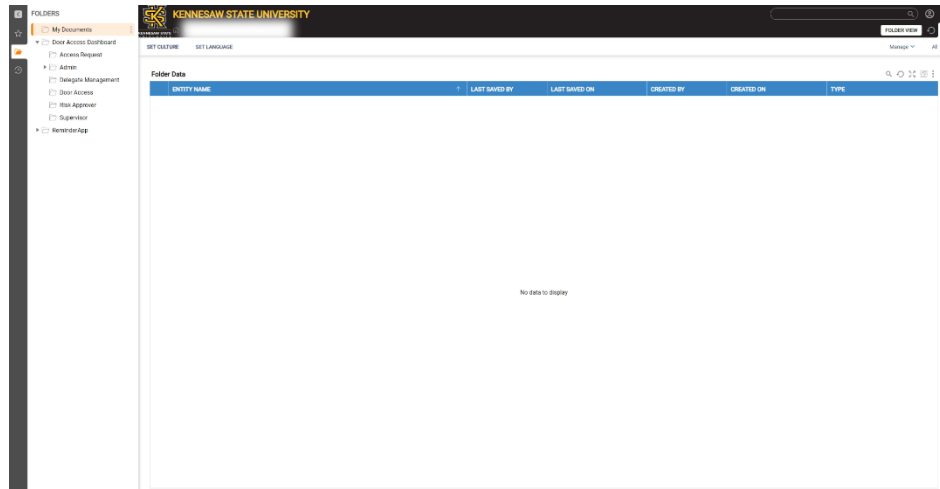
Door Access Requests in Decisions User Guide	1
Logging in and Navigating Decisions	1
Submit a New Door Access Request.....	3
Approving a Door Access Request as a Supervisor	9
Approve a Door Access Request as an Elevated Risk Approver	12
Check the Status of a Request	14
Setting and Removing a Delegate	16

Logging in and Navigating Decisions

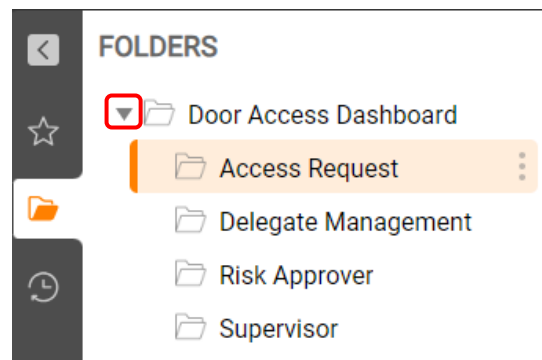
1. In your web browser navigate to decisions.kennesaw.edu. **This page can only be accessed while on campus using KSU WiFi, or while using the VPN off campus. To download the VPN, please visit <https://uits.kennesaw.edu/vpn/index.php>.**
2. You will be presented with a KSU sign in page and required to complete a 2-factor prompt with DUO.



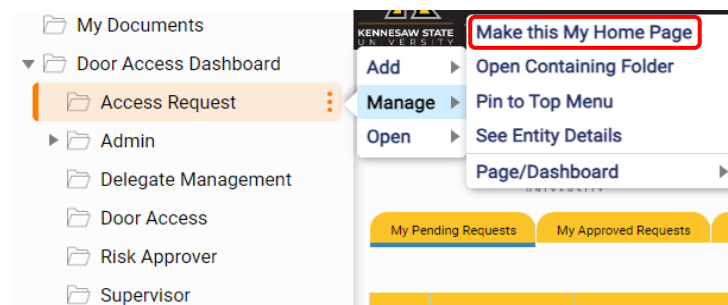
- On your first visit, you should arrive at the **My Documents** page below:



- In the navigation menu on the left, click the arrow next to the **Door Access Dashboard** folder to expand it, then click **Access Request** to reach the Access Request page.



- If you would like this to open by default when you log in to Decisions, click the **⋮** symbol on the right side of folder name. click **Manage**, then select **Make this My Home Page**. You can do this for any page in the dashboard.

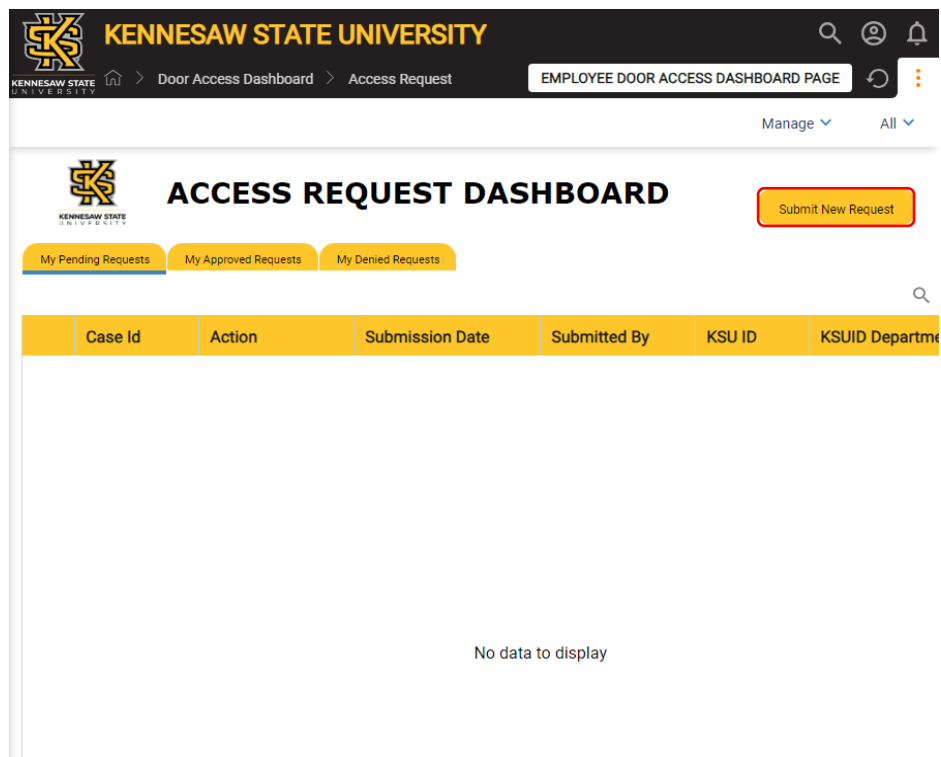


Submit a New Door Access Request

Follow the instructions below to submit a new door access request for yourself or another.

Note: Access requests will require approval from the requestee's supervisor before they can be granted. If the request includes any spaces marked as elevated risk, additional approval must also be obtained from that space or group's risk approver before the request can be granted.

1. On the **Access Request** page, click the **Submit New Request** button on the top right.



2. The **Door Access Request Form** window will open. Enter the exact NetID or KSUID of the person you would like to submit a request for, then click **Search**.

The screenshot shows a window titled 'Door Access Request Form'. Inside the window, there is a search input field with the label 'KSU ID Number/NETID*'. The input field contains the placeholder text 'Enter KSU ID or NETID' and a yellow 'Search' button.

3. If the NetID or KSUID matched, the person’s information will populate in the form.

- a. Faculty and staff will be granted access indefinitely and the **bypass supervisor approval** checkbox will be unchecked. Approval for the access will be obtained from the requestee’s supervisor.

KSUID Number/NETID* Search

Name : Email: @kennesaw.edu

KSUID Department : BSC-AUX-Access Control Supervisor KSUID :

Supervisor Email : @kennesaw.edu

Check to bypass supervisor approval

Start Date 10/8/2024 8:58:58 Expiration Date 1/1/9999 0:00:00

A '1/1/9999' expiration date indicates indefinite access

- b. Registered visitors and unemployed students require an expiration date, and the **bypass supervisor approval** checkbox will be checked. You will be treated as the approver and will be responsible for this access.

KSUID Number/NETID* owltest Search

Name : Owl Student II Email: @kennesaw.edu

KSUID Department : Supervisor KSUID :

Supervisor Email :

Check to bypass supervisor approval

Start Date 10/8/2024 8:58:58 Expiration Date 10/8/2024 8:58:58

Type or select an expiration date up to one year in the future

< October 2024 >

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Hour Minute

9 0

10 5

11 10

12 15

13 20

14 25

Today Clear Now

- c. Student assistants also require an expiration date. For access related to the student assistant’s employment, leave the **bypass supervisor approval** checkbox unchecked. For access that is NOT related to their employment, i.e. academic access, check the **bypass supervisor** approval checkbox. You will be treated as the approver and will be responsible for this access. Dismiss the warning to continue.

KSUID Number/NETID* Search

Name: Email: students.kennesaw.edu

KSUID Department: BSC-AUX-Access Control Supervisor KSUID: w.edu


Supervisor Email: @kennesaw.edu

Check to bypass supervisor approval

Start Date Clock Expiration Date Clock

Only check if access is unrelated to student’s employment

Type or select an expiration date up to one year in the future



Warning

By selecting the checkbox, you have chosen to bypass supervisor approval. You will be treated as the approver and responsible for the requested access.

DISMISS

<
October 2024
>

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Today
Clear

9:32

Hour	Minute
9	0
10	5
11	10
12	15
13	20
14	25

Now

- 4. To add access to the request, click **Add Access Group** or **Add Door Access**

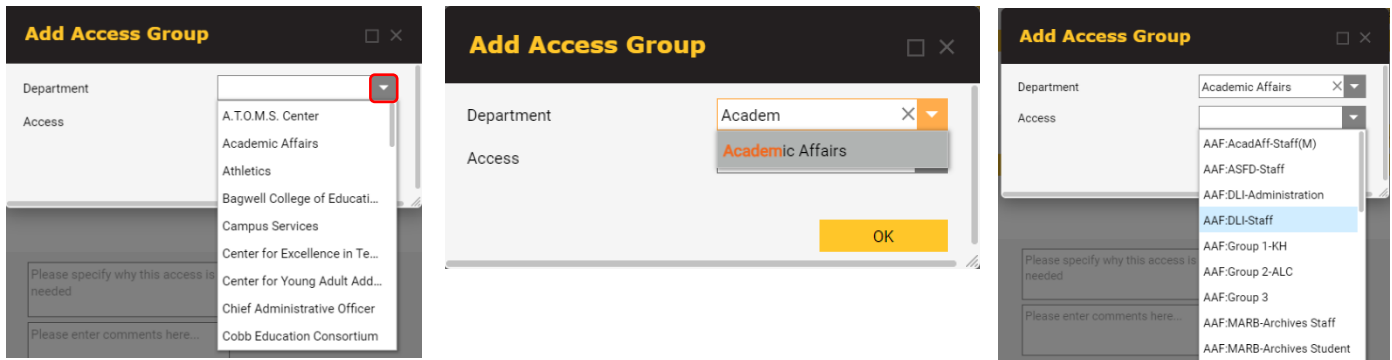
Add Access Group
Remove Access Group

Department	Access Group Name	

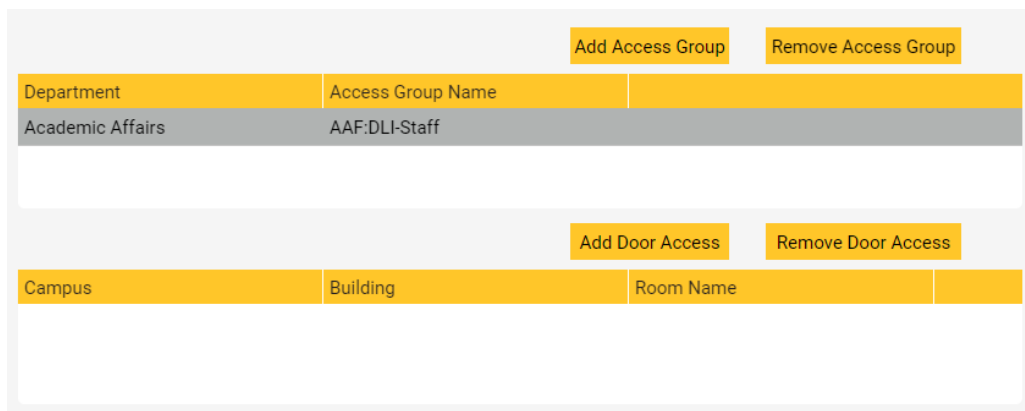
Add Door Access
Remove Door Access

Campus	Building	Room Name	

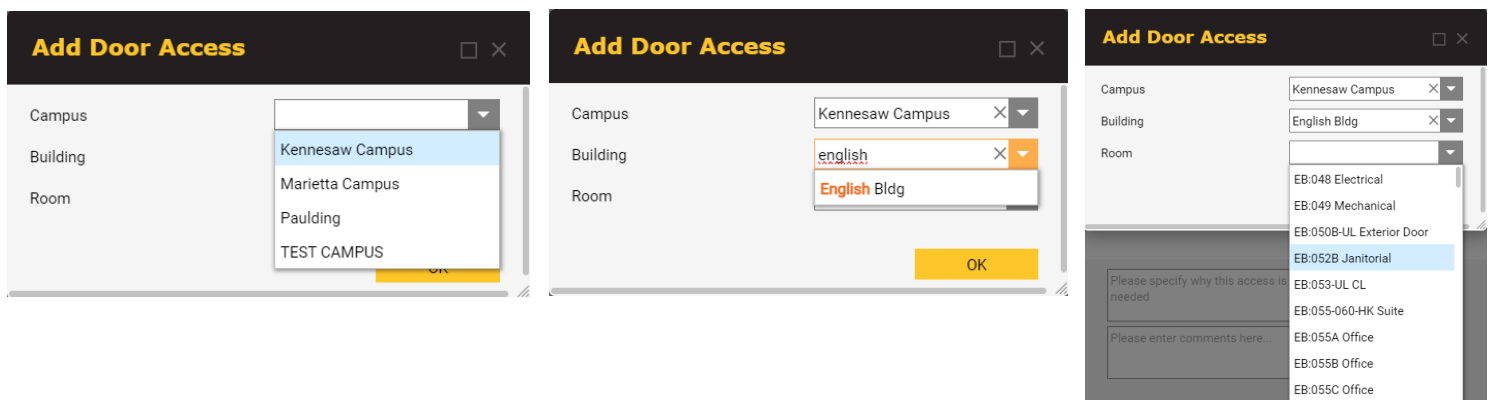
- To find an access group, select your department/division, then select the desired access group. You can also type in the fields to search for matching text.



- Click **OK**. The access group will appear on the form.



- For individual rooms, select the campus and building, then select the room.
Note: Some rooms have more than one door. These doors will be labeled with _A, _B, _C, etc. If you would like the requestee to have access to every door into a room, be sure to add them all to the request.



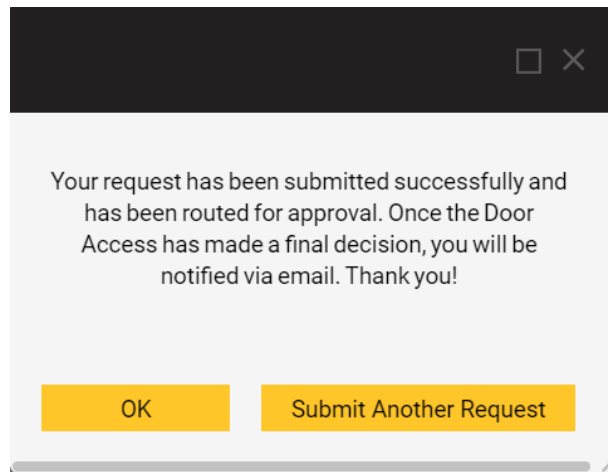
8. Click **OK**. The room will appear on the form. You can remove unwanted lines from the form by selecting the access group or room and clicking **Remove Access Group** or **Remove Door Access**.

Add Access Group		Remove Access Group
Department	Access Group Name	
Academic Affairs	AAF:DLI-Staff	
Add Door Access		Remove Door Access
Campus	Building	Room Name
Kennesaw Campus	English Bldg	EB:052B Janitorial

9. Repeat steps 4-8 for every access group or room you want to request. All access groups and rooms will be granted with the same expiration date. *(Note: To request access to the building exterior, select "Building Exteriors" as the department and choose the building from the group list.)*
10. Finally, in the **Access Justification** field, explain why you are requesting this access. You may add any other relevant information to the **Comments** field.
11. Review the information in the form, then click **Submit** to finalize. You will receive an email notification that the request(s) has been submitted. A separate request will be generated for each door or access group you selected on the form.

Access Justification	Access required for job duties	← Required
Comments	Please enter comments here...	← Optional
		Cancel Submit

12. A confirmation window will open. If you would like to submit another request, click on the **Submit Another Request** button and repeat the above steps. Otherwise, click **OK**.



13. Once all necessary approvals are obtained, a Door Access team member will give a final review of the request, then complete it if no changes are needed. You will receive email notification that the request has been completed. Access is granted automatically upon completion of the request.

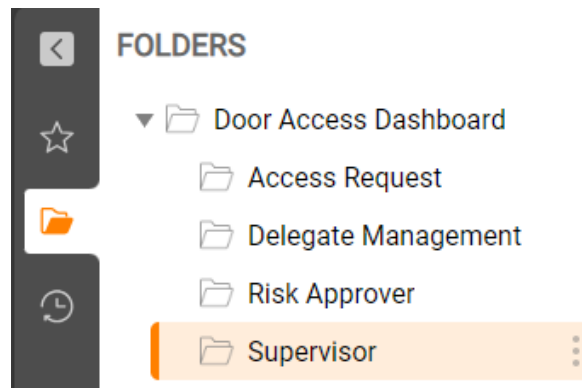
Note: If you submit a request for someone you supervise, or the request you submitted is for an elevated risk space that you are the approver for, you will still need to give approval for the request separately. See the following sections for instructions on approving requests.

14. If your request is denied, a Door Access team member will reach out to you soon to discuss your options.

Approving a Door Access Request as a Supervisor


Except for in special circumstances, all access requests require approval from a supervisor before they are granted. Follow the instructions below to give supervisor approval for an access request.

1. Navigate to the **Supervisor** page using the navigation menu on the left.



2. You will see the **Supervisor Dashboard**. All open requests needing your approval as a supervisor will be displayed here. Click on the case number for a request you want to view.

Note: You can view each request at a glance by using the scroll bar at the bottom of the window or holding the SHIFT key and scrolling.

 SUPERVISOR DASHBOARD								
Pending Requests								
Action	Submitted By	KSU ID	Name	Access Group Department	Access Group Name	Campus	Building	
1	C000	@kennesaw.edu		Academic Affairs	AAF:AcadAff-Staff(M)			
2	C000	@kennesaw.edu				Marietta Campus	D - Mathematics	
3	C000	@kennesaw.edu		Academic Affairs	AAF:AcadAff-Staff(M)			
4	C000	@kennesaw.edu				Marietta Campus	D - Mathematics	
5	C000	@kennesaw.edu				Marietta Campus	Joe Mack Wilso..	
6	C000	@kennesaw.edu		Academic Affairs	AAF:AcadAff-Staff(M)			
7	C000	@kennesaw.edu		Academic Affairs	Decisions_TestGroup_1			
8	C000	@kennesaw.edu		Academic Affairs	Decisions_TestGroup_10			
9	C000	@kennesaw.edu		Athletics	ATH:Admin Master			
10	C000	@kennesaw.edu		Academic Affairs	AAF:ASFD-Staff			

3. The **Review Form** window will open. Review the details of the request, paying special attention to:

- who submitted the request,
- who the request is for,
- the access justification,
- the rooms or access groups being requested,
- and the expiration date of the access.

If you would like to change the expiration date, type the desired date or use the calendar picker to select it.

Review Form

Request Details

KSU ID : _____ Name : _____
 Email: _____@kennesaw.edu KSU ID Department : BSC-AUX-Access Control
 Supervisor KSUID : _____ Supervisor Email : _____@kennesaw.edu
 Access Justification : Test SubmittedBy : _____@kennesaw.edu

Comments :

Access Requested

Department	Access Group	Campus	Building	Room
		Marietta Campus	D - Mathematics	TestDoor10

Approval Information

Approver Level	Name	Status	Comments	Approved Date

Start Date: 9/11/2024 10:32:03
 Expiration Date: 1/1/9999 0:00:00

Comments

Deny Approve

1/1/9999 indicates indefinite access

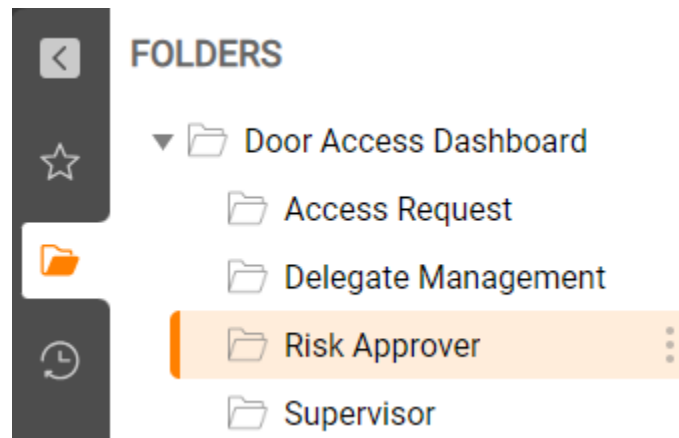
4. Once you have verified the information and dates, click **Approve** to give approval for the request.

5. To deny a request, put your reasons for denial in the **Comments** field, then click **Deny**. An email notification of the denial with your comments will be sent to the requester.

Approve a Door Access Request as an Elevated Risk Approver

Some spaces across campus are designated as high-risk spaces and require additional approval by a specific approver before they are granted. Follow the instructions below to give elevated risk approval for an access request.

1. Navigate to the **Risk Approver** page using the menu on the left.



2. You will see the **Risk Approver Dashboard**. All open requests needing your approval as an elevated risk approver will be displayed here. Click on the case number for a request you want to view.

Note: You can view each request at a glance by using the scroll bar at the bottom of the window or holding the SHIFT key and scrolling.

The screenshot shows the Kennesaw State University Risk Approver Dashboard. At the top, there is a navigation bar with the university logo and name, and a breadcrumb trail: 'Door Access Dashboard > Risk Approver'. Below this is the 'RISK APPROVER DASHBOARD' header with the university logo. A 'Pending Requests' tab is active. A table displays the following data:

	Action	Submitted By	KSU ID	Name	Access Group Department	Access Group Name	Campus	Building	Room No
1	C00	kennesaw.edu	-				Marietta Camp...	Joe Mack Wilso...	A:100A E
2	C00	kennesaw.edu	-		Academic Affairs	AAF:ASFD-Staff			

3. The **Review Form** window will open. Review the details of the request, paying special attention to:

- who submitted the request,
- who the request is for,
- the access justification,
- rooms or access groups being requested,
- the expiration date of the access,
- and the person that gave supervisor approval.

If you would like to change the expiration date, type the desired date or use the calendar picker to select it.

The screenshot shows a 'Review Form' window with the following sections:

- Request Details:**
 - KSUID ID: [redacted] Name: [redacted]
 - Email: [redacted]@kennesaw.edu KSUID Department: BSC-AUX-Access Control
 - Supervisor KSUID: [redacted] Supervisor Email: [redacted]@kennesaw.edu
 - Access Justification: Test SubmittedBy: [redacted]@kennesaw.edu
 - Comments: [empty text area]
- Access Requested:**

Department	Access Group	Campus	Building	Room
Academic Affairs	AAF:ASFD-Staff			
- Approval Information:**

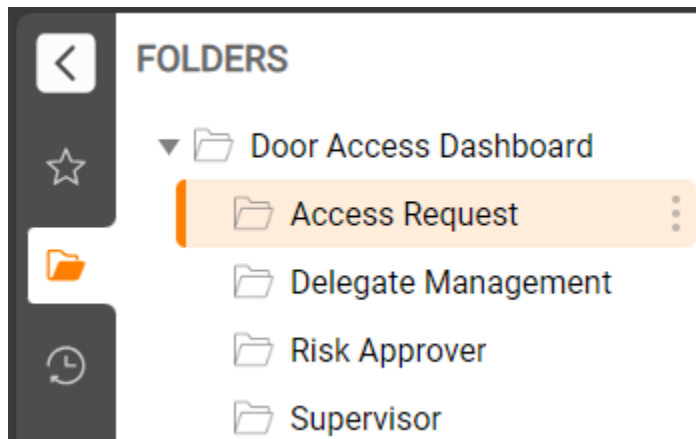
Approver Level	Name	Status	Comments	Approved Date
Supervisor		Approved		9/12/2024 9:53 AM
- Start Date:** 9/12/2024 9:52:06
- Expiration Date:** 1/1/9999 0:00:00 (indicated as indefinite access)
- Comments:** [empty text area]
- Buttons:** Deny, Approve

4. Once you have verified the information and expiration date, click **Approve** to give your approval for the request.
5. To deny a request, put your reasons for denial in the **Comments** field, then click **Deny**. An email notification of the denial with your comments will be sent to the requester.

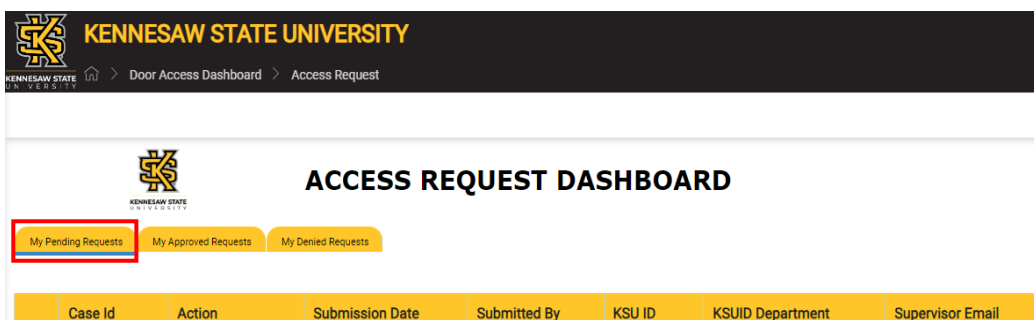
Check the Status of a Request

You can check the status of any request you submitted by following the instructions below.

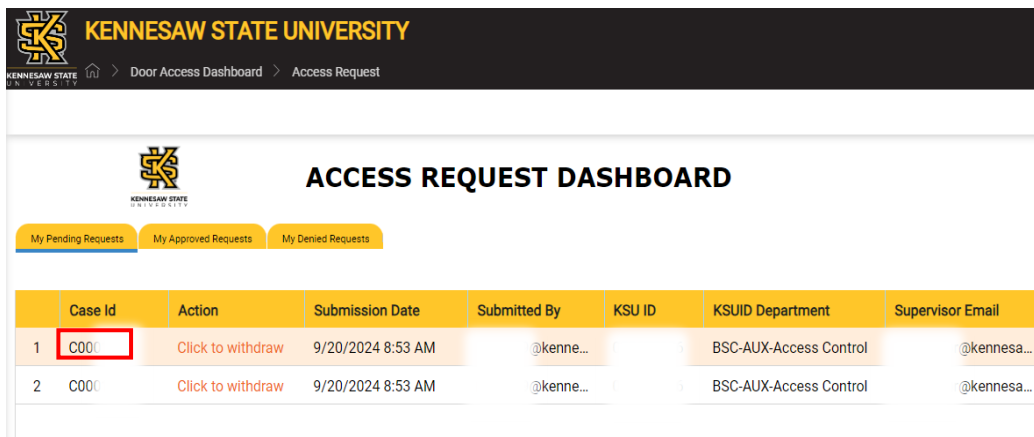
1. Navigate to the **Access Request** dashboard, by using the menu on the left.



2. To view open requests you submitted, Click on the **My Pending Requests** tab.



3. Click on the Case ID in the first column to view detailed information on your request.



4. The status of the request will be shown at the top of the window.

Door Access Request Details

Submitted Supervisor Review Risk Approver Review Door Access Review

Request Details

KSU ID #: _____ Name: _____
 KSUID Department: BSC-AUX-Access Control Supervisor KSUID: _____
 Supervisor Email: @kennesaw.edu Submitted By: _____@kennesaw.edu
 Access Justification: Test Start Date: 9/20/2024 8:52:57 AM
 Expiration Date: 1/1/9999 12:00:00 AM
 Comments:

Access Requested

Department	Access Group	Campus	Building	Room
A.T.O.M.S. Center	ATOMS Employee			

Approval Information

Approver Level	Name	Status	Comments	Approved Date
----------------	------	--------	----------	---------------

5. You can withdraw any open request before final approval by clicking on the **click to withdraw** link in the table.

KENNESAW STATE UNIVERSITY

Door Access Dashboard > Access Request

ACCESS REQUEST DASHBOARD

My Pending Requests My Approved Requests My Denied Requests

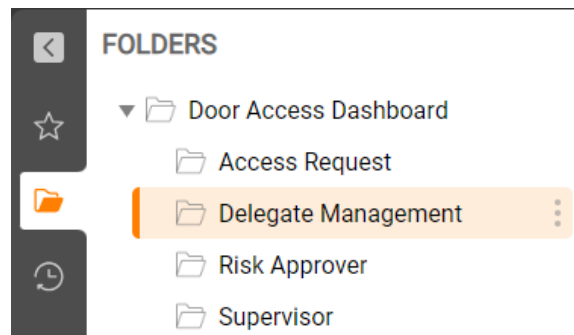
Case Id	Action	Submission Date	Submitted By	KSU ID	KSUID Department	Supervisor Email
1 C000	Click to withdraw	9/20/2024 8:53 AM	@kenne...		BSC-AUX-Access Control	@kennesa...
2 C000	Click to withdraw	9/20/2024 8:53 AM	@kenne...		BSC-AUX-Access Control	@kennesa...

6. You can also view completed and denied requests that you have submitted by clicking on their respective tabs in the **access request dashboard**.

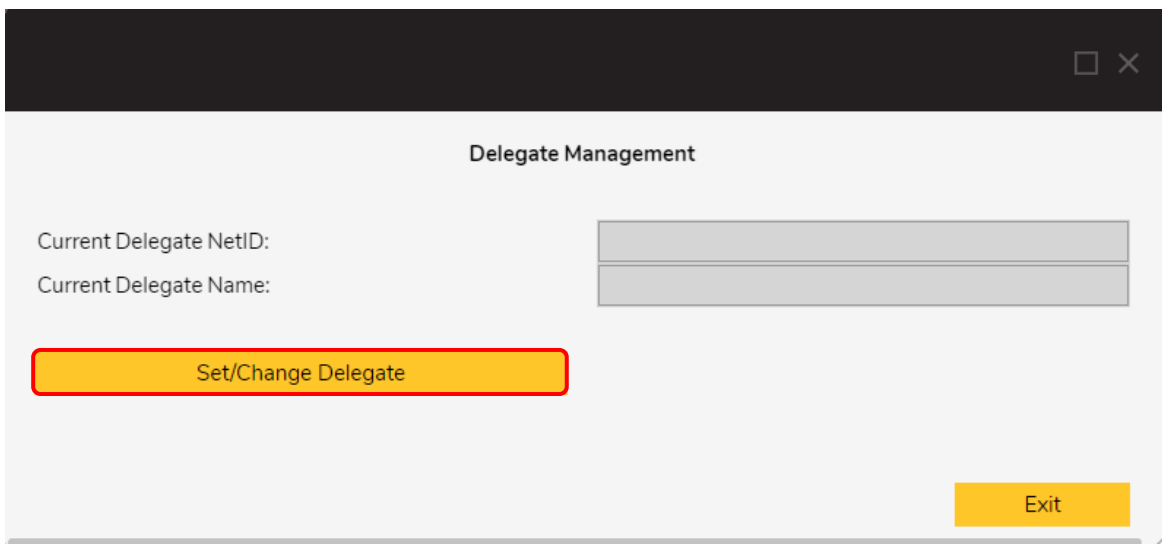
Setting and Removing a Delegate

You can define a person to approve or reject access requests on your behalf. Follow the steps below to set or modify your delegate.

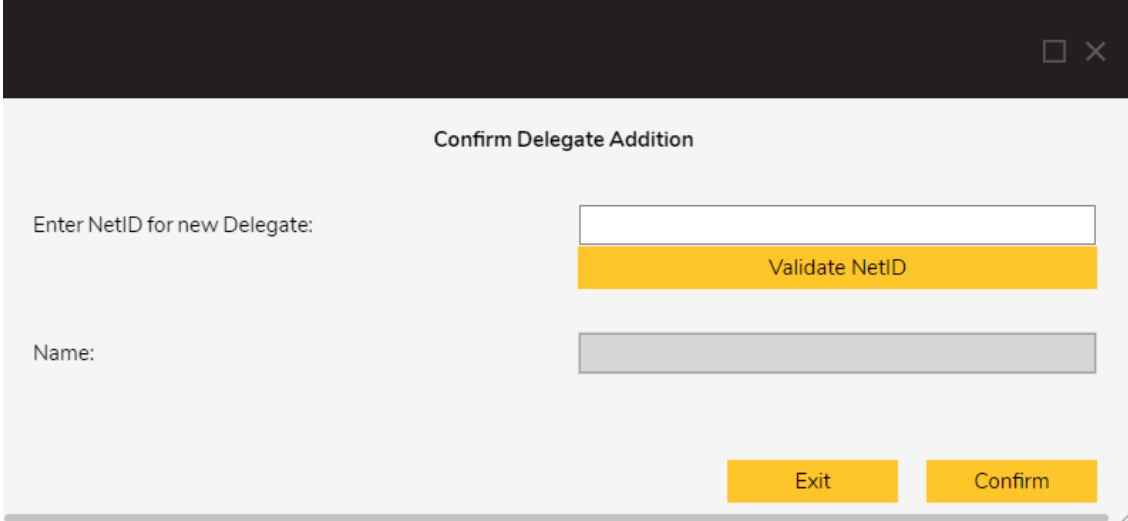
1. Navigate to the **Delegate Management** page from the navigation menu on the top left.



2. From the delegate management page, click on **Create Delegation** in the top right. The Delegate management window will open. Your current delegate's NetID and name are visible here. To set or update your delegate, click **Set/Change Delegate**.



3. The **Confirm Delegate Addition** window will open.

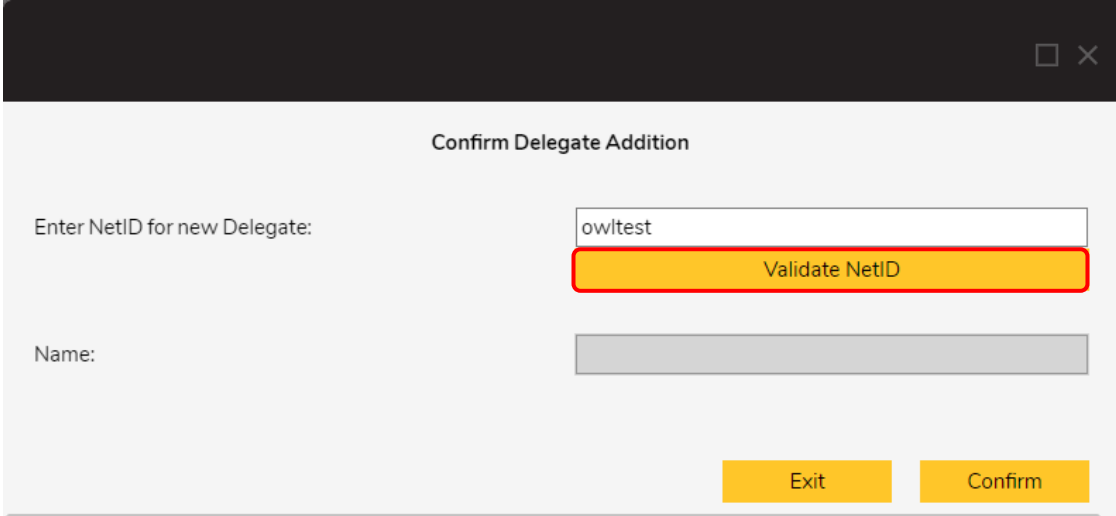


Confirm Delegate Addition

Enter NetID for new Delegate:

Name:

4. Enter the exact NetID for the person you would like to delegate your approvals to, then click **Validate NetID** to check that you have the right person

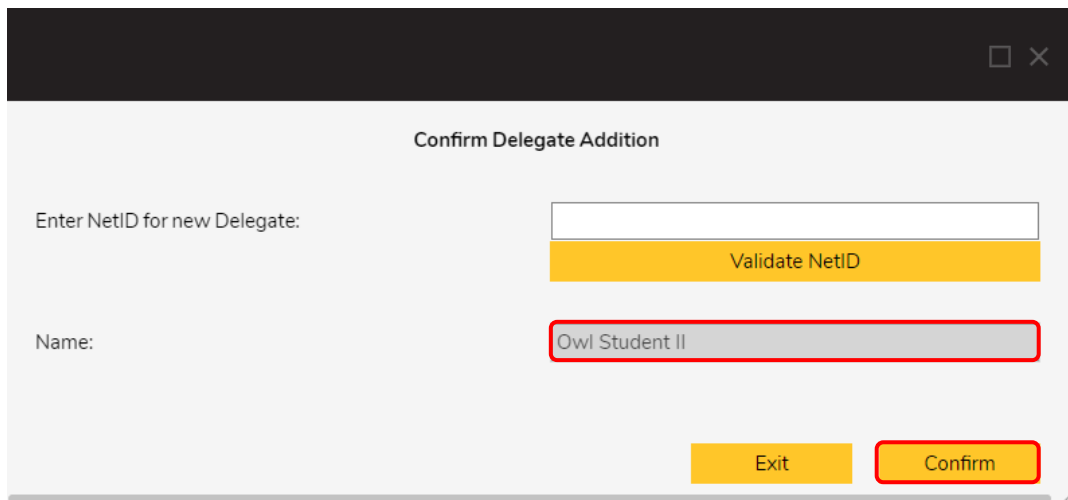


Confirm Delegate Addition

Enter NetID for new Delegate:

Name:

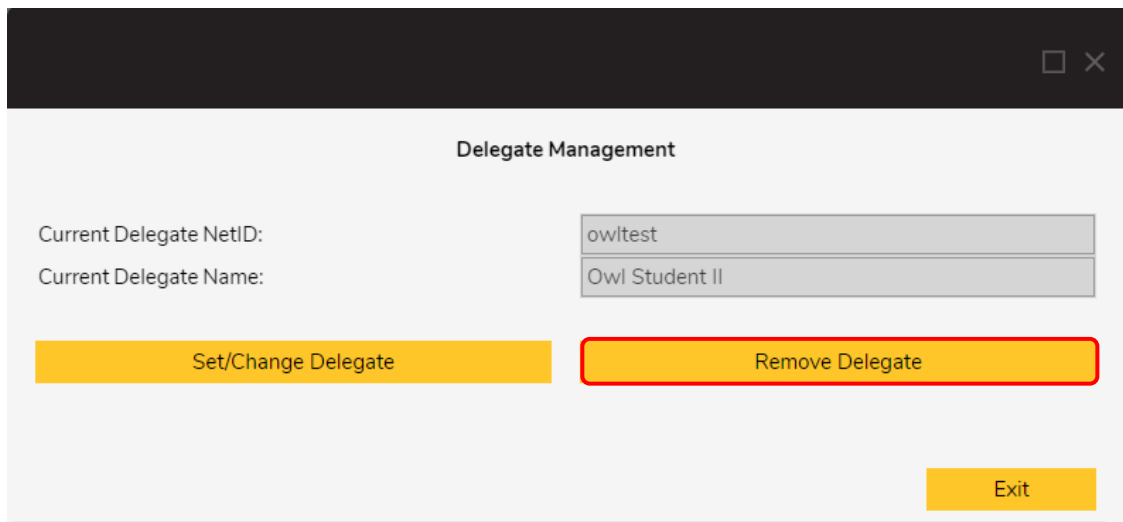
5. Their full name will populate below. Click **Confirm** to finalize your selection, you will see a message indicating your delegate was successfully set.



The screenshot shows a dialog box titled "Confirm Delegate Addition". It contains two input fields: "Enter NetID for new Delegate:" and "Name:". The "Name:" field is populated with "Owl Student II" and is highlighted with a red border. Below the "Enter NetID" field is a yellow button labeled "Validate NetID". At the bottom of the dialog are two yellow buttons: "Exit" and "Confirm", with the "Confirm" button also highlighted with a red border.

All future approvals that would normally go to you will instead be sent to the person you set as your delegate. Any pending approvals will also be reassigned to them.

6. To remove your current delegate without setting a new one, click **Remove Delegate** in the delegate management window.



The screenshot shows a dialog box titled "Delegate Management". It contains two input fields: "Current Delegate NetID:" and "Current Delegate Name:". The "Current Delegate NetID:" field is populated with "owltest" and the "Current Delegate Name:" field is populated with "Owl Student II". Below these fields are two yellow buttons: "Set/Change Delegate" and "Remove Delegate", with the "Remove Delegate" button highlighted with a red border. At the bottom right of the dialog is a yellow button labeled "Exit".