

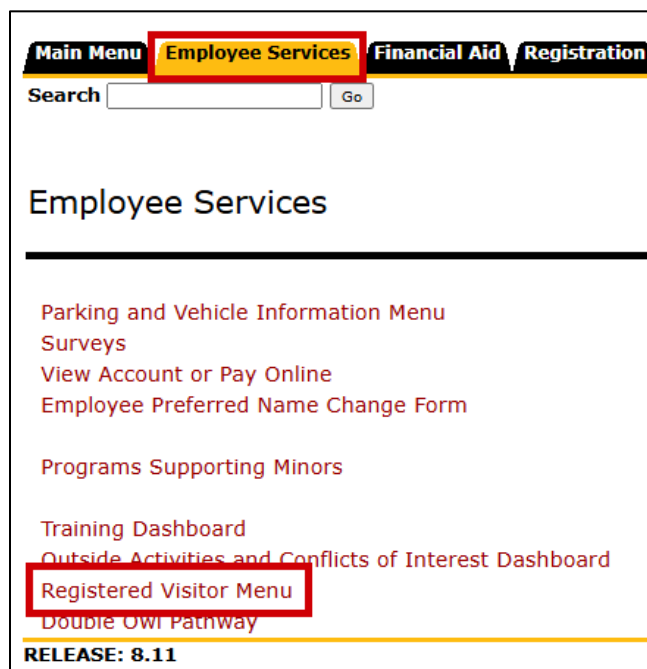
Registered Visitor Request Form

This process is designed for Visitors who require key card access.

Note: Please submit renewals as early as possible. Allow a minimum of 10 business days for processing requests; it can take longer during peak seasons with higher-than-average volume.

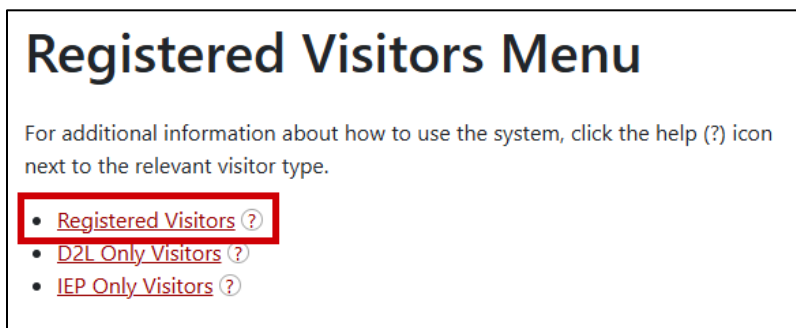
Step 1: Log in to Owl Express

1. Navigate to <https://owlexpressaccess.kennesaw.edu>.
2. You will be prompted to verify your KSU credentials and complete authentication.
3. In Owl Express, click the **Employee Services** tab.



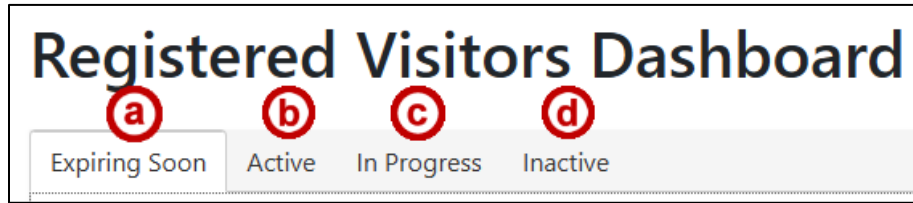
Click the Employee Services tab

4. Click **Registered Visitor Menu**.
5. Then, click **Registered Visitors**.



Click Registered Visitors

6. Use the following tabs to monitor the status of submissions as they move through the approval process:



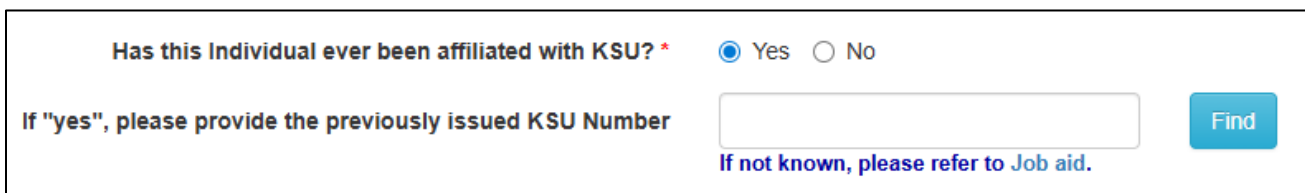
Monitor submission status on the Registered Visitors Dashboard

- 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 acted 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 within 30 days of expiration, and the Sponsor has confirmed they should expire. For those not within 30 days of expiration, the Sponsor may deactivate the record if the Visitor’s appointment ends sooner than originally anticipated.
- c. **In Progress** – The “In Progress” tab includes requests that the Sponsor has saved for later completion and those 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: Complete the RV Request Form

1. On the Registered Visitors Dashboard, click **Register New Visitor**.
2. The Registered Visitor Request Form will open. Review the pre-populated information at the top of the form and fill in the required fields (indicated by an asterisk).
3. Select **Yes** or **No** to indicate whether the Visitor has a previous affiliation with KSU. If you select **Yes**, you will be prompted to enter their previously issued KSU Number.

The image shows a portion of a web form. It contains a question: 'Has this Individual ever been affiliated with KSU? *'. To the right of the question are two radio buttons: 'Yes' (which is selected) and 'No'. Below the question, there is a text input field with the label 'If "yes", please provide the previously issued KSU Number'. To the right of the input field is a blue button labeled 'Find'. Below the input field, there is a note: 'If not known, please refer to Job aid.'

Indicate if the Visitor has been affiliated with KSU before

4. Next, enter the Visitor’s name and contact information.
5. Next, enter the **Access Start Date**, the **Access End Date**, and the **Role of the Visitor**:

Access Start Date * a

Access End Date * b
This does not include Door Access.

Role of Visitor * c
 Please tell us what the role of your visitor will be. Be as specific as possible.

Fill out the Access Start and End Dates, as well as the Visitor's role

- a. In the **Access Start Date** field, use the dropdown to select the desired date to begin access for your Visitor.
- b. In the **Access End Date** field, use the dropdown to select the end date of your Visitor's access. This can be no more than 365 days (about 12 months) from the Access Start Date. The Sponsor will need to recertify the Visitor 30 days prior to the Access End Date. Please allow enough time for background checks.
- c. In the **Role of Visitor** field, enter the details for the visit.
Note: Please indicate employee type (I.e., "Temporary Employee working for [insert agency name]").

6. In the Access Selection section, more questions will appear based on your answers. First, indicate whether the Visitor will be serving as an authorized individual while working with Programs Serving Minors:

ACCESS SELECTION

Will this person be serving as an authorized individual while working with Programs Serving Minors on campus? * Yes No

Program Supporting Minors * Select One

Please contact KSU's Programs Supporting Minors (protectingminors@kennesaw.edu) if Program is not in the list.

Submit Save

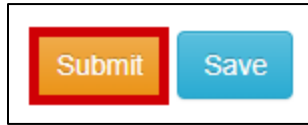
Indicate if the Visitor will work with minors on campus

- a. If you selected **Yes** – Use the dropdown to select the program. Additional questions will appear based on your answers in this section. Answer the questions by selecting **Yes** or **No**.

Note: If a program is not listed, email protectingminors@kennesaw.edu and click **Save** on the Registered Visitor Request Form. Do not submit your application until you can select the appropriate program.

Note: If you are unsure if your Visitor is working on an approved contract, you can [review approved contracts list](#).

7. When all fields have been completed, click **Submit**.



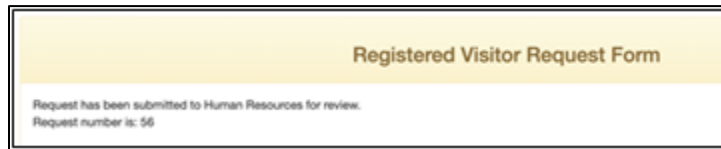
Click Submit

A pop-up window will appear, prompting you to review and confirm the party's responsibility. Click **OK** to complete your application.



Click OK

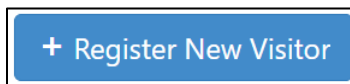
8. Once your application has been submitted, you will receive a confirmation message with your Request ID.



A confirmation message appears

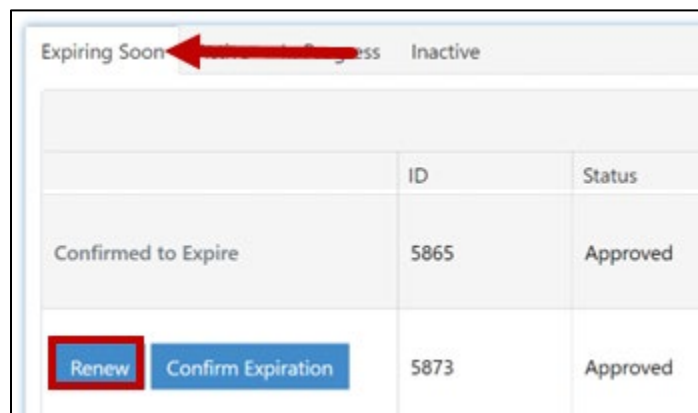
Step 3: Add, Renew, Reactivate, or Deactivate Access

1. You will need to select from the following options depending on the Visitor's registration status:
 - a. **Enter a New Visitor** – If your Visitor is new to KSU, click the **Register New Visitor** button.



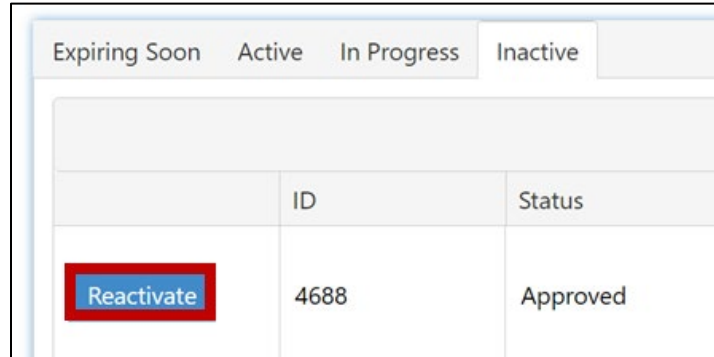
Click Register New Visitor

- b. **Renew Access** – To renew your Visitor's access before their end access date, select the **Expiring Soon** tab. Next, click **Renew**.



Select the Expiring Soon tab, then click Renew

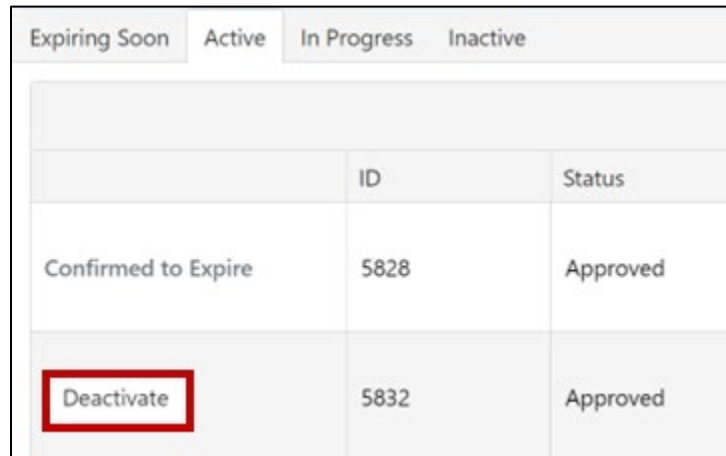
- c. **Reactivate Access** – To reactivate Visitor access, click the **Inactive** tab. Next, click **Reactivate**.
Note: Email dooraccess@kennesaw.edu to restore access lost upon expiration.



	ID	Status
Reactivate	4688	Approved

Click Reactivate

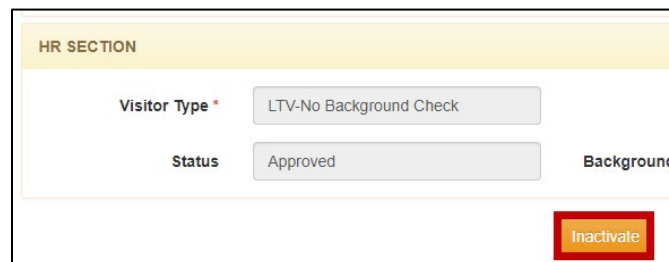
- d. **Deactivate Access** – To terminate Visitor access, click the **Active** tab. Locate the appropriate Visitor and click **Deactivate**.



	ID	Status
Confirmed to Expire	5828	Approved
Deactivate	5832	Approved

Click Deactivate

The Registered Visitor Request Form will open. Scroll down to the bottom of the form and click the **Inactivate** button.



HR SECTION

Visitor Type * LTV-No Background Check

Status Approved Background

Inactivate

Click Inactivate

Step 4: Monitor Your Submissions

As your request moves through the approval process, monitor your KSU email inbox for the following emails:

- a. **Background Check** – If a background check is required, you will be responsible for following up with your Visitor to ensure they respond to the consent request in a timely manner.
- b. **Background Check Confirmation** – If requested, you will be notified once the background check consent has been received.
- c. **Visitor Approval** – Once approved, you and your Visitor will receive further steps.
- d. **Expiration Notice** – You will receive an email when your Visitor is within 30 days, 15 days, 10 days, 5 days, and 1 day of their expiration date. You can opt out of emails in Owl Express.

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