Door Access Requests in Decisions User Guide

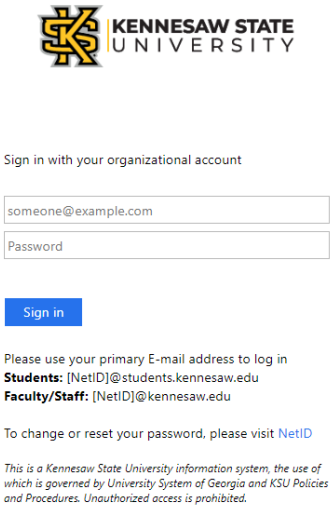
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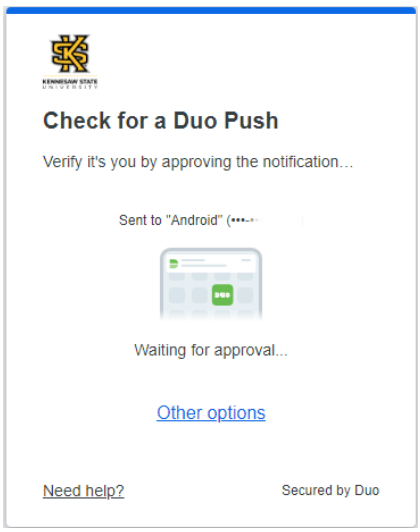
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Logging in and Navigating Decisions

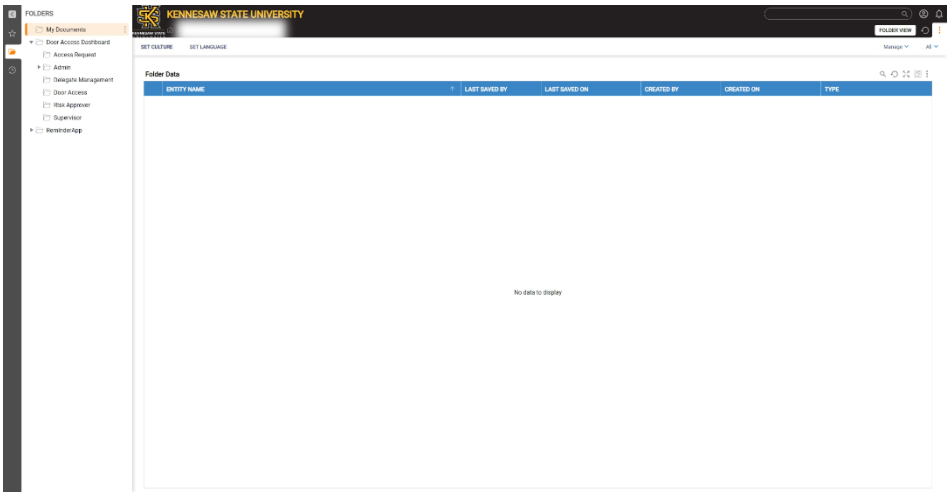
1. In your web browser navigate to decisions.kennesaw.edu. **This page can only be accessed while on campus using KSU WiFi, or while using the VPN off campus. To download the VPN, please visit https://uits.kennesaw.edu/vpn/index.php.**

2. You will be presented with a KSU sign in page and required to complete a 2-factor prompt with DUO.

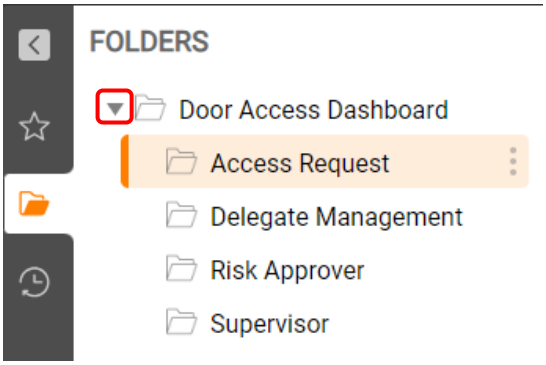




3. On your first visit, you should arrive at the **My Documents** page below:



4. 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.

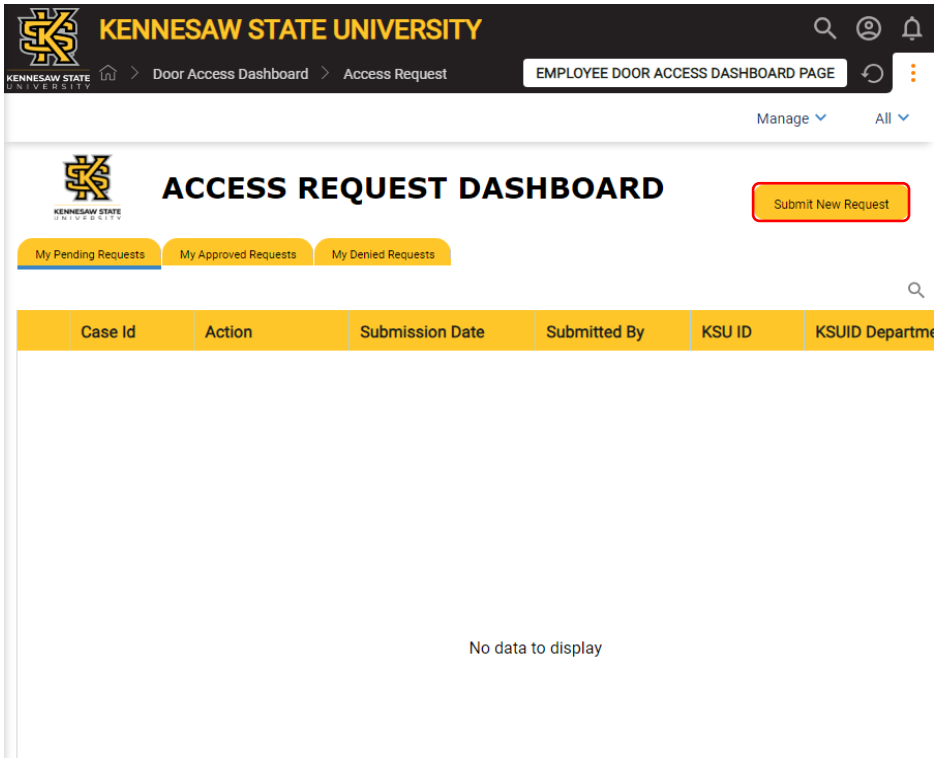


Submit a New Door Access Request

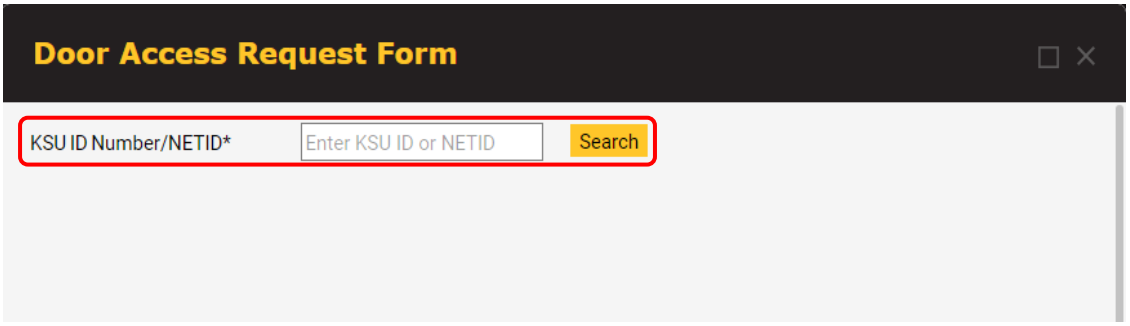
Follow the instructions below to submit a new door access request for yourself or another.

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.

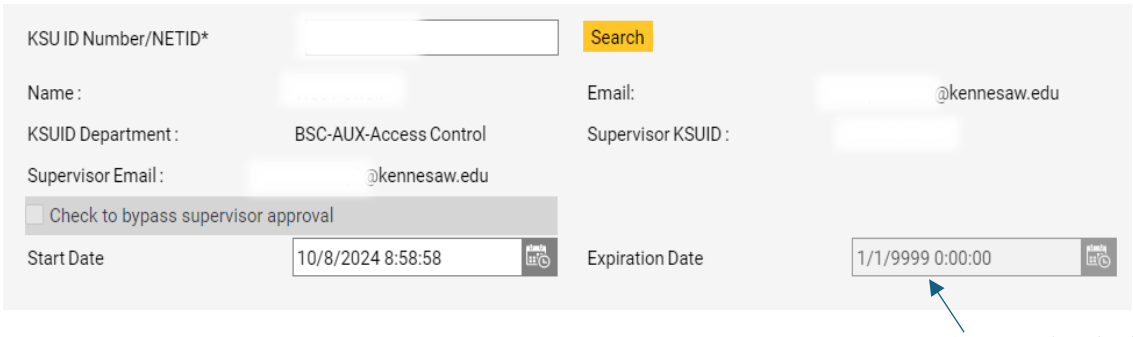


2. The **Door Access Request Form** window will open. Enter the exact NetID or KSUID of the person you would like to submit a request for, then click **Search**.



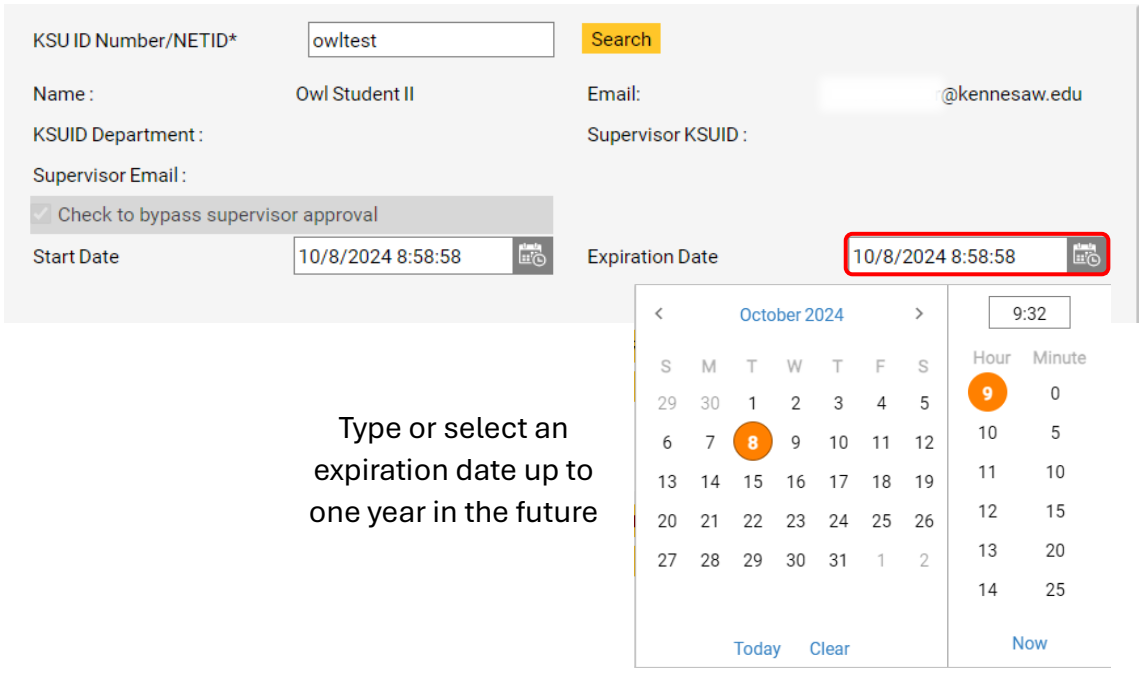
3. If the NetID or KSUID matched, the person's information will populate in the form.

   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.



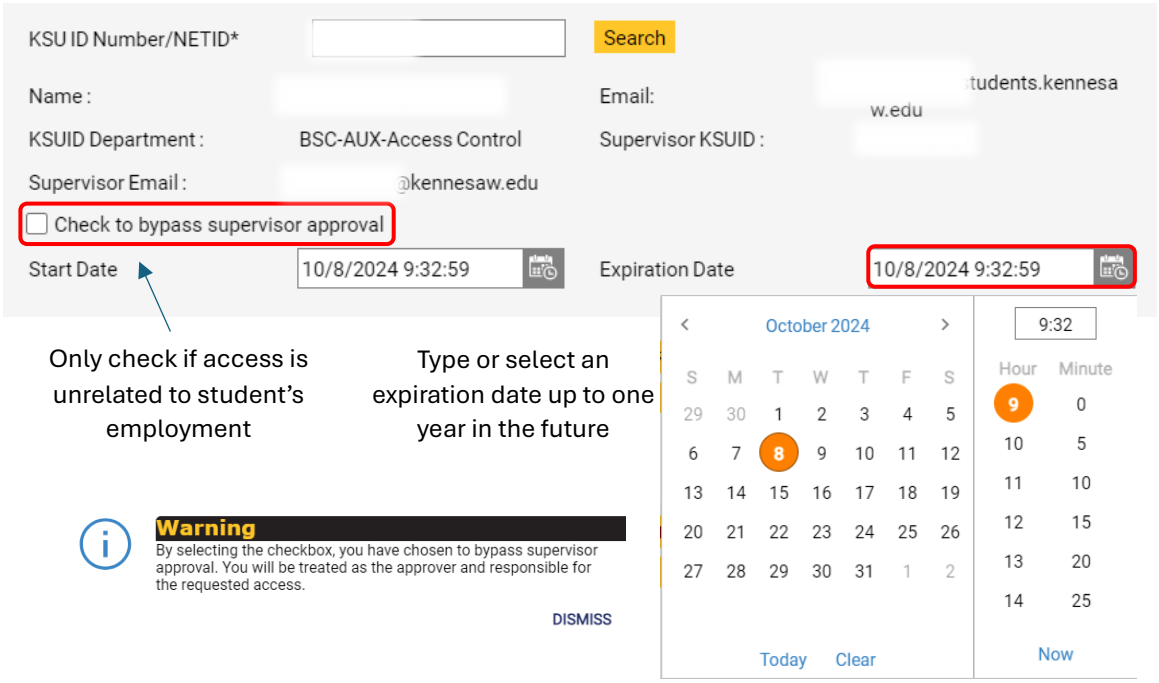
A '1/1/9999' expiration date indicates indefinite access

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

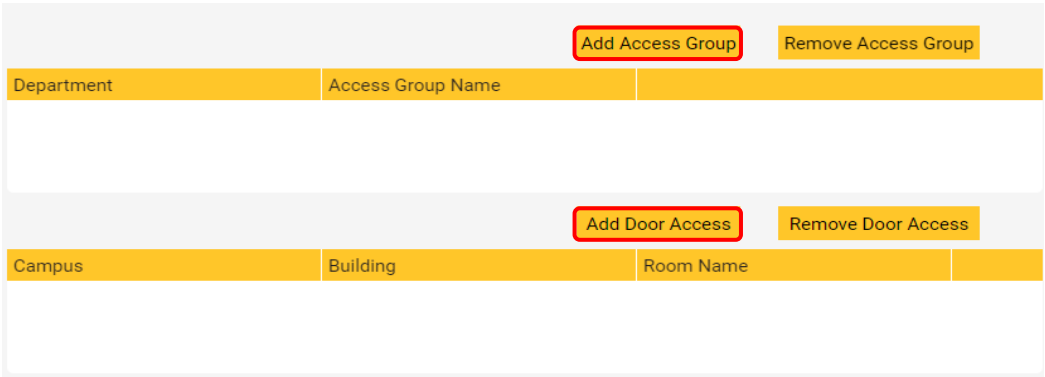


Type or select an expiration date up to one year in the future

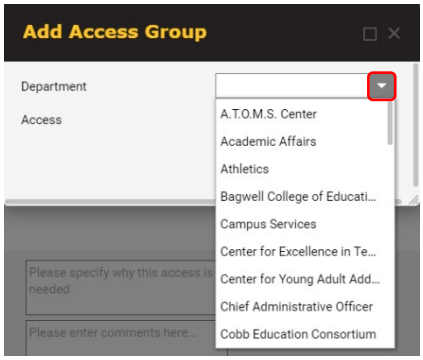
c. Student assistants also require an expiration date. For access related to the student assistant's employment, leave the **bypass supervisor approval** checkbox unchecked. For access that is NOT related to their employment, i.e. academic access, check the **bypass supervisor** approval checkbox. You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

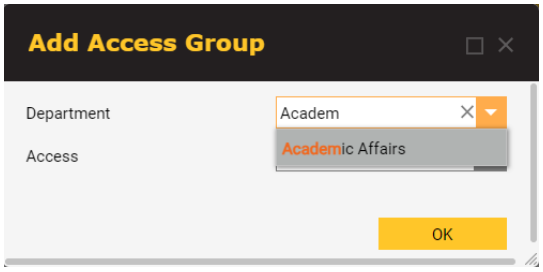


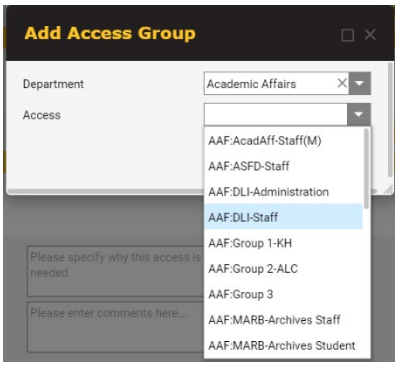
4. To add access to the request, click **Add Access Group** or **Add Door Access**



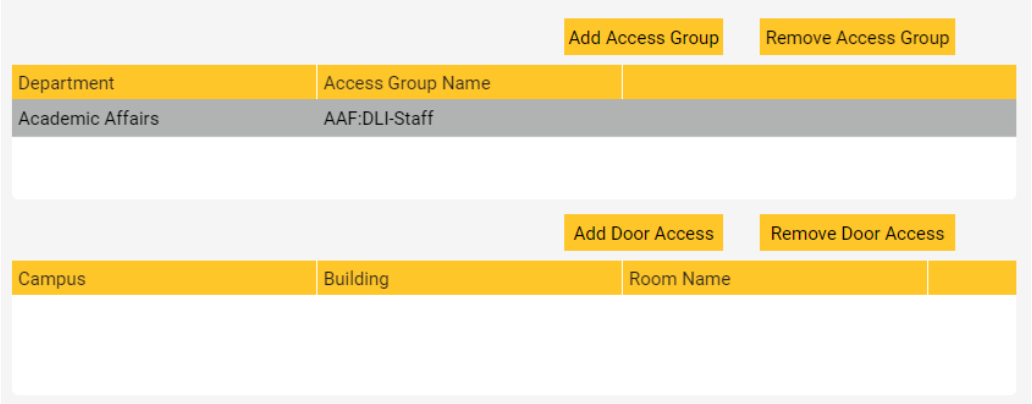
5. To find an access group, select your department/division, then select the desired access group. You can also type in the fields to search for matching text.



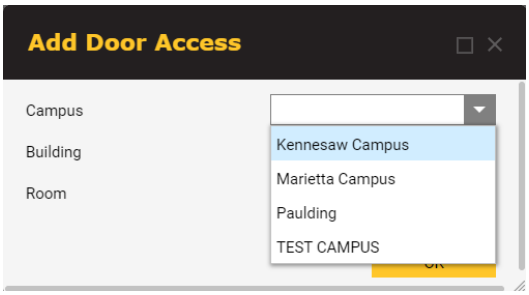


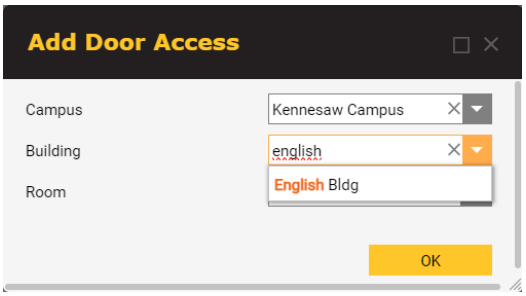


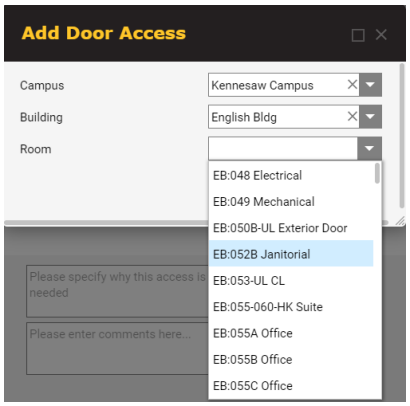
6. Click **OK**. The access group will appear on the form.



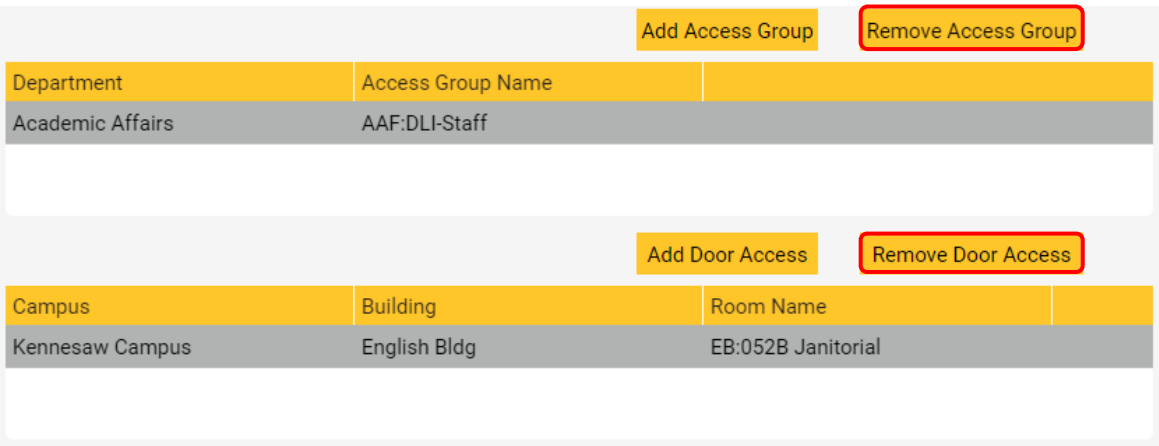
7. For individual rooms, select the campus and building, then select the room.
   Note: Some rooms have more than one door. These doors will be labeled with _A, _B, _C, etc. If you would like the requestee to have access to every door into a room, be sure to add them all to the request.







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.**



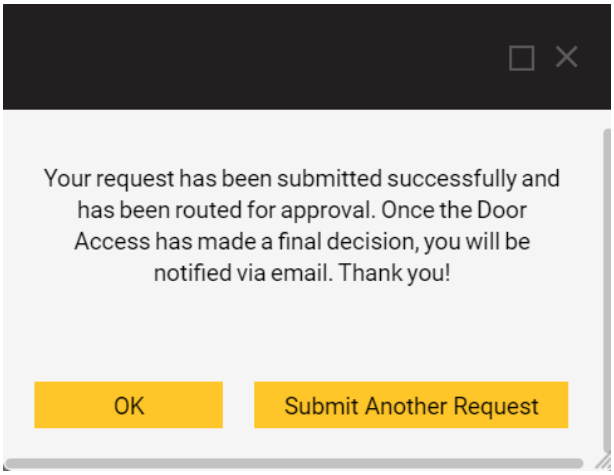
9. Repeat steps 4-8 for every access group or room you want to request. All access groups and rooms will be granted with the same expiration date. *(Note: To request access to the building exterior, select "Building Exteriors" as the department and choose the building from the group list.)*

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.



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**.



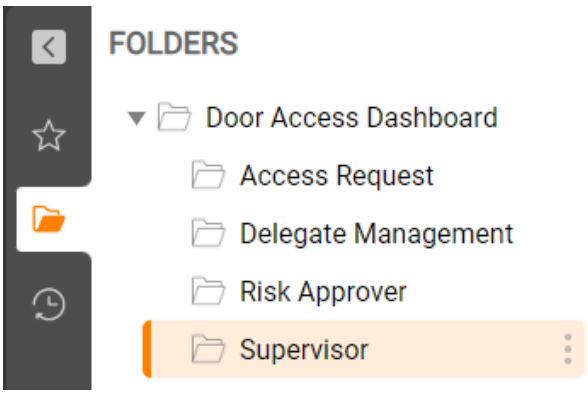
13. Once all necessary approvals are obtained, a Door Access team member will give a final review of the request, then complete it if no changes are needed. You will receive email notification that the request has been completed. Access is granted automatically upon completion of the request.
    Note: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

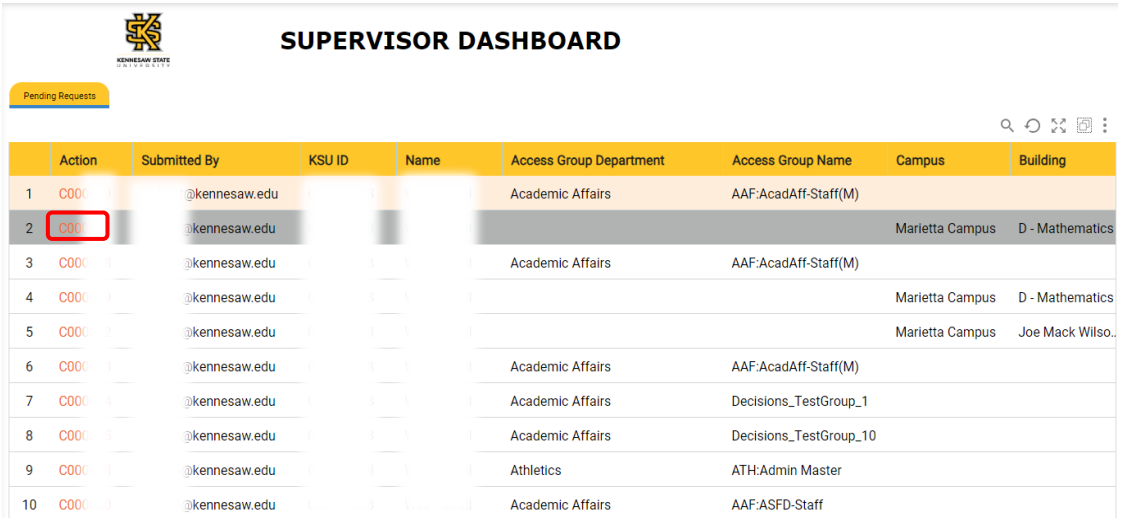
Approving a Door Access Request as a Supervisor

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.



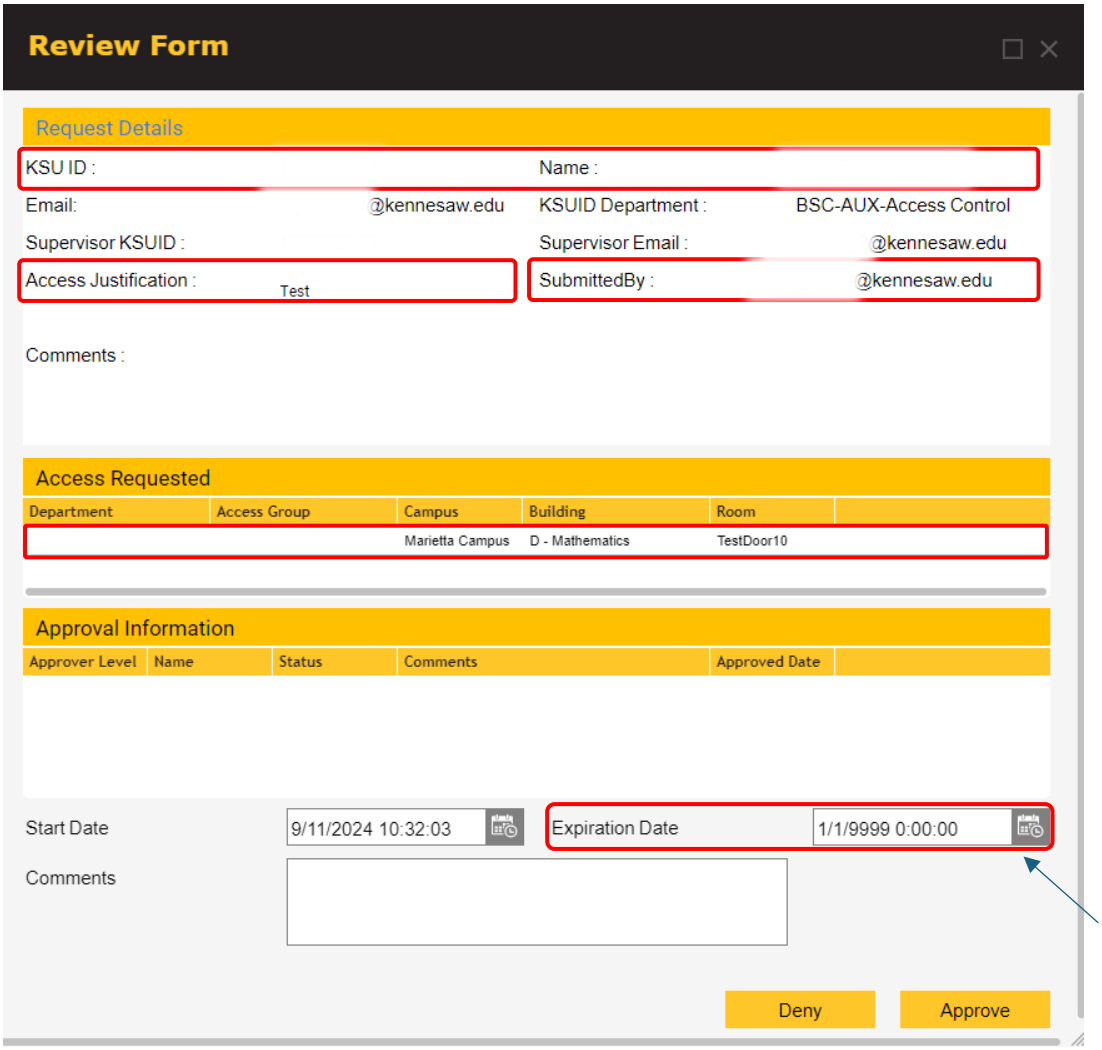
2. You will see the **Supervisor Dashboard.** All open requests needing your approval as a supervisor will be displayed here. Click on the case number for a request you want to view.
   Note: You can view each request at a glance by using the scroll bar at the bottom of the window or holding the SHIFT key and scrolling.



	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.



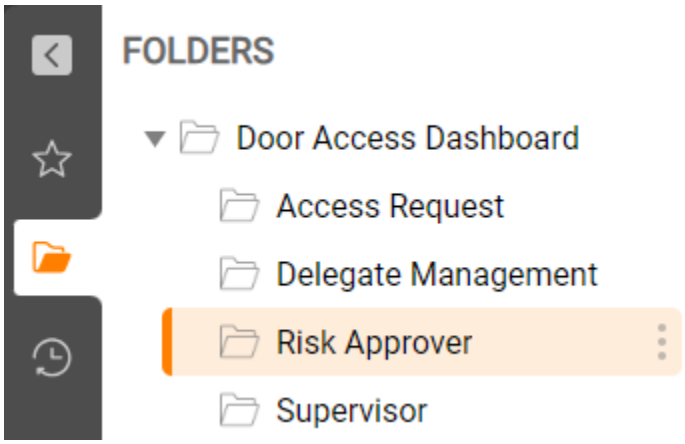
4. Once you have verified the information and dates, click **Approve** to give approval for the request.

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.

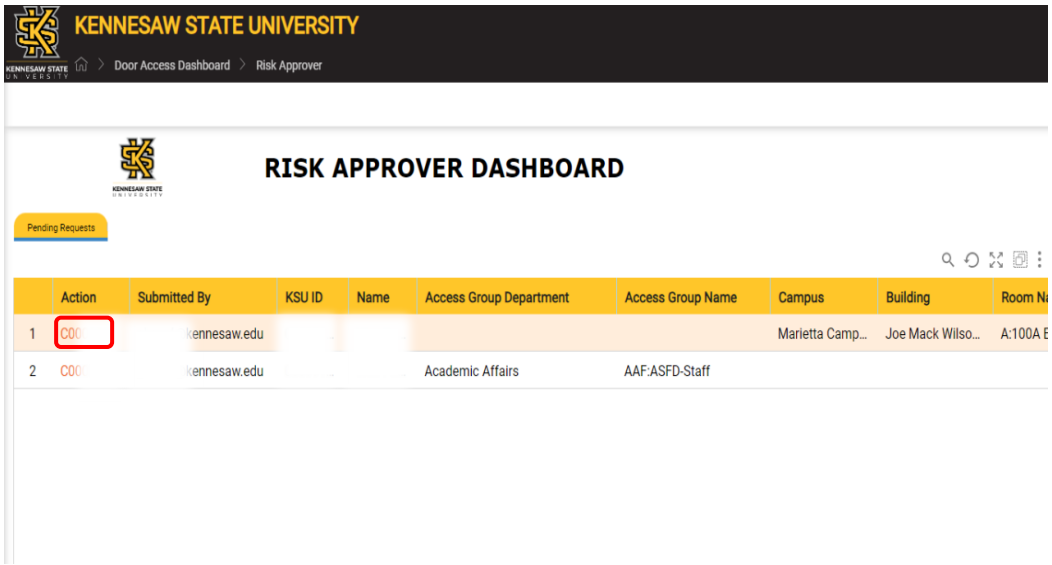
Approve a Door Access Request as an Elevated Risk Approver

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.

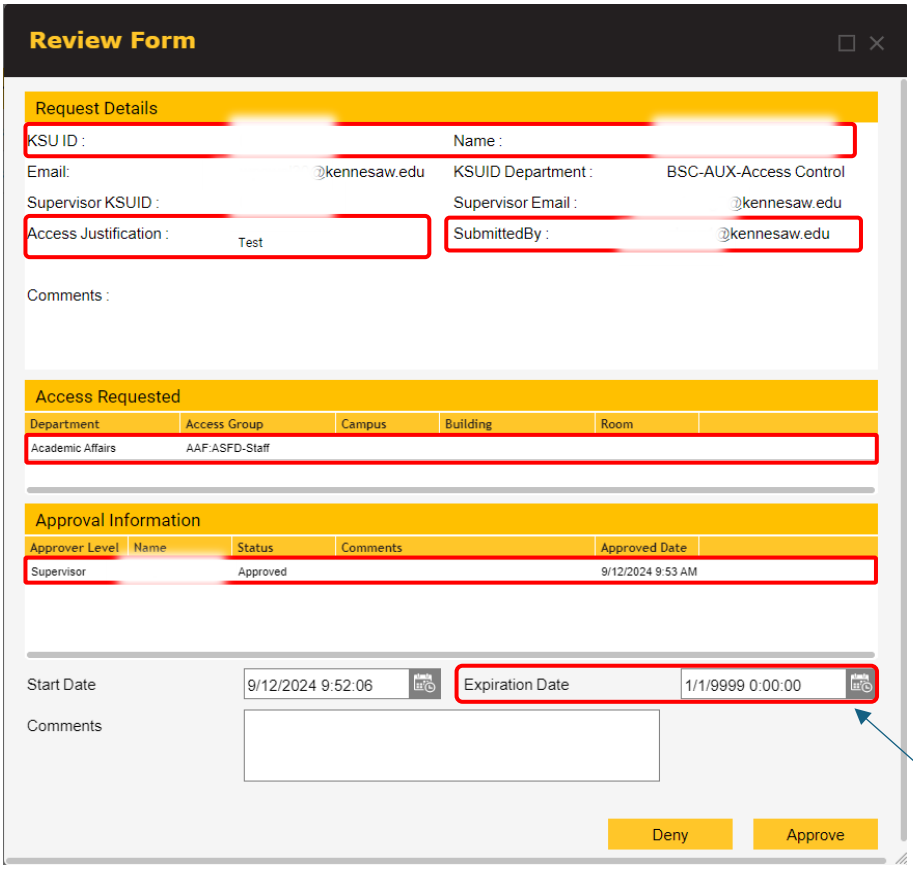


2. You will see the **Risk Approver Dashboard.** All open requests needing your approval as an elevated risk approver will be displayed here. Click on the case number for a request you want to view.
   Note: You can view each request at a glance by using the scroll bar at the bottom of the window or holding the SHIFT key and scrolling.



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.

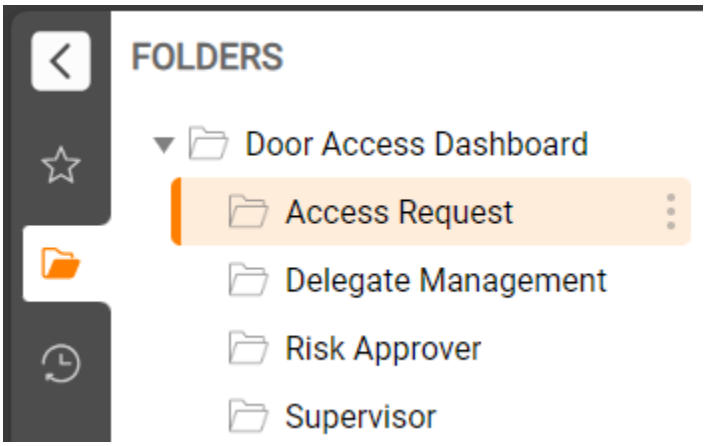


4. Once you have verified the information and expiration date, click **Approve** to give your approval for the request.
5. To deny a request, put your reasons for denial in the **Comments** field, then click **Deny**. An email notification of the denial with your comments will be sent to the requester.

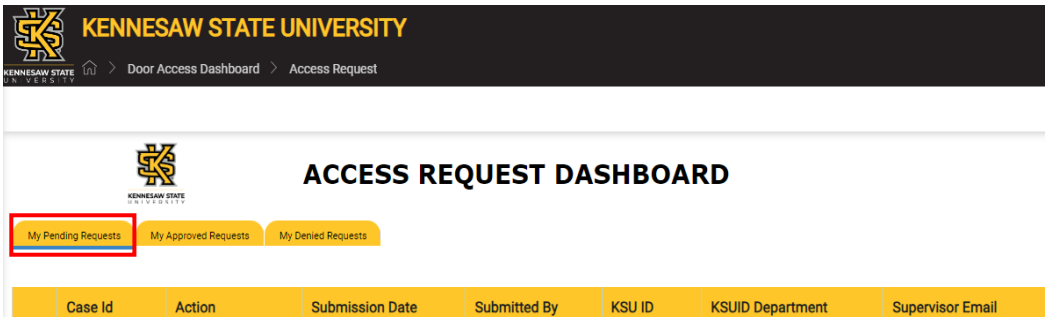
Check the Status of a Request

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

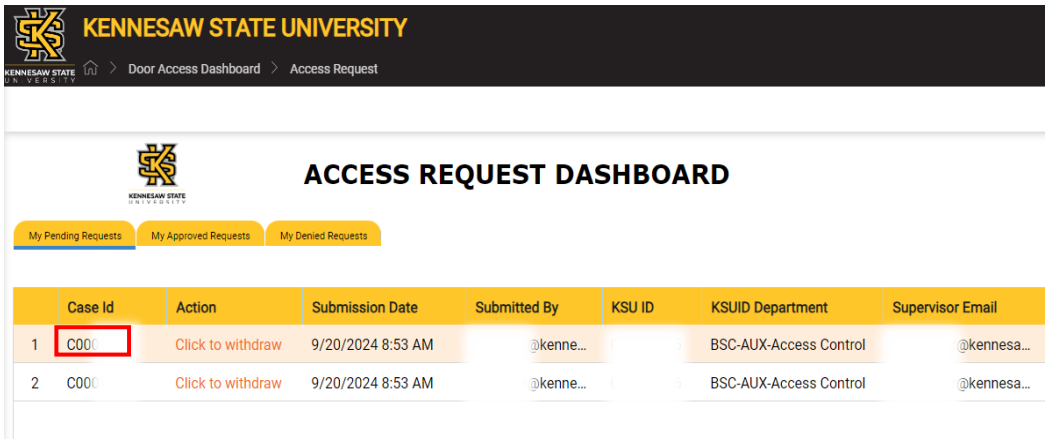
1. Navigate to the **Access Request** dashboard, by using the menu on the left.



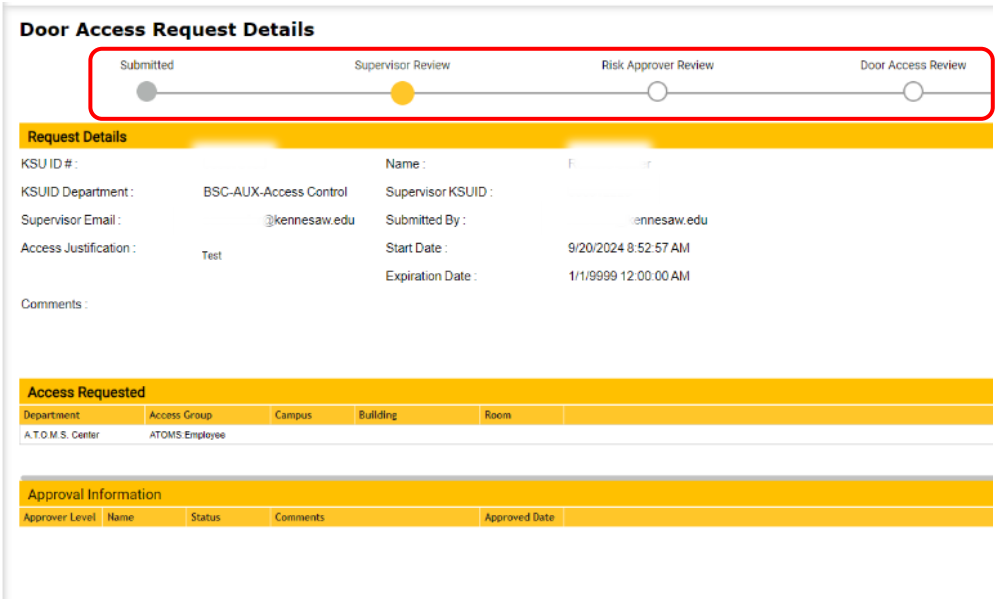
2. To view open requests you submitted, Click on the **My Pending Requests** tab.



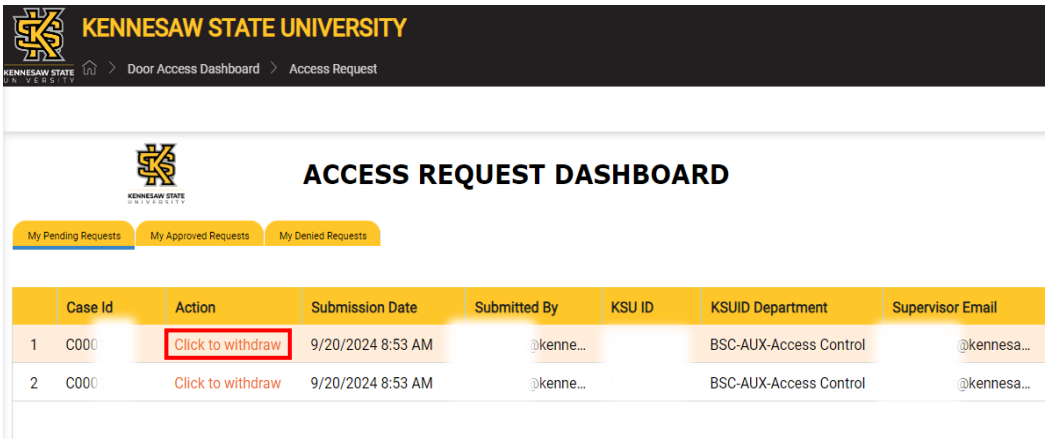
3. Click on the Case ID in the first column to view detailed information on your request.



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



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

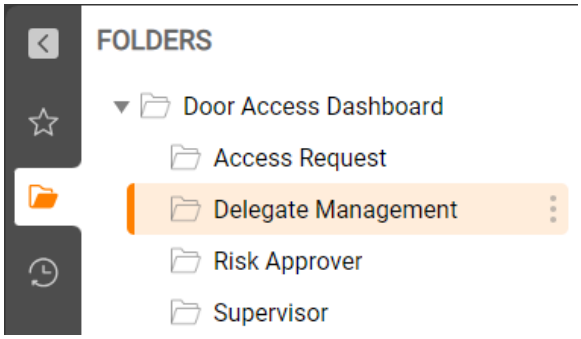


6. You can also view completed and denied requests that you have submitted by clicking on their respective tabs in the **access request dashboard**.

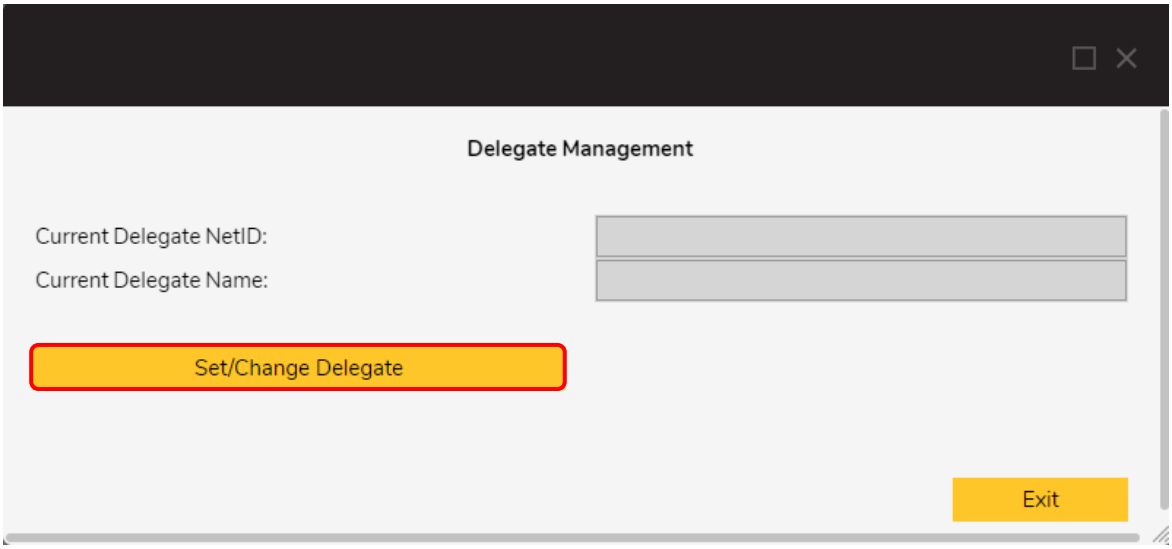
Setting and Removing a Delegate

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

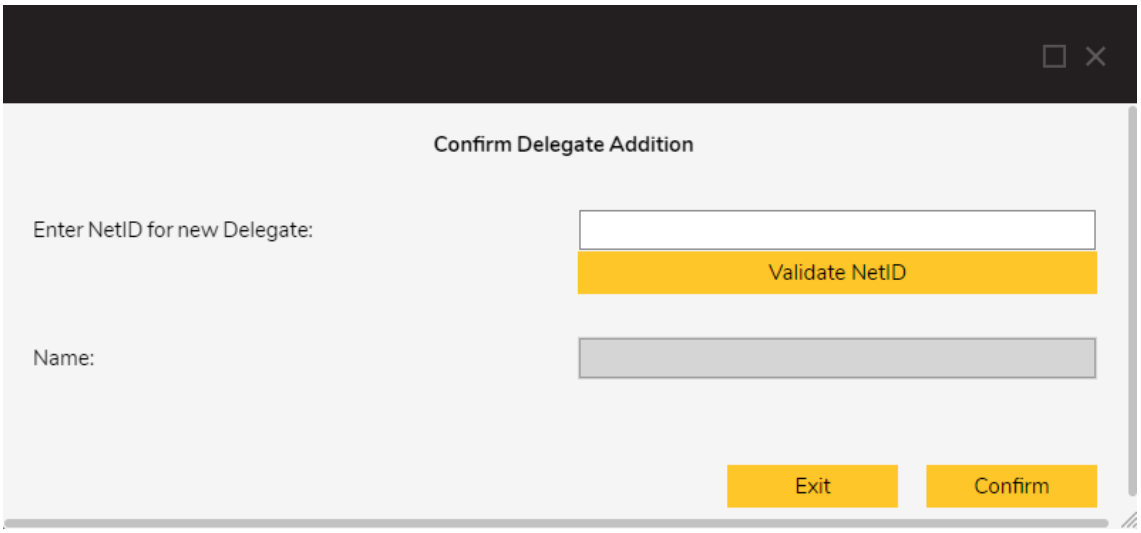
1. Navigate to the **Delegate Management** page from the navigation menu on the top left.



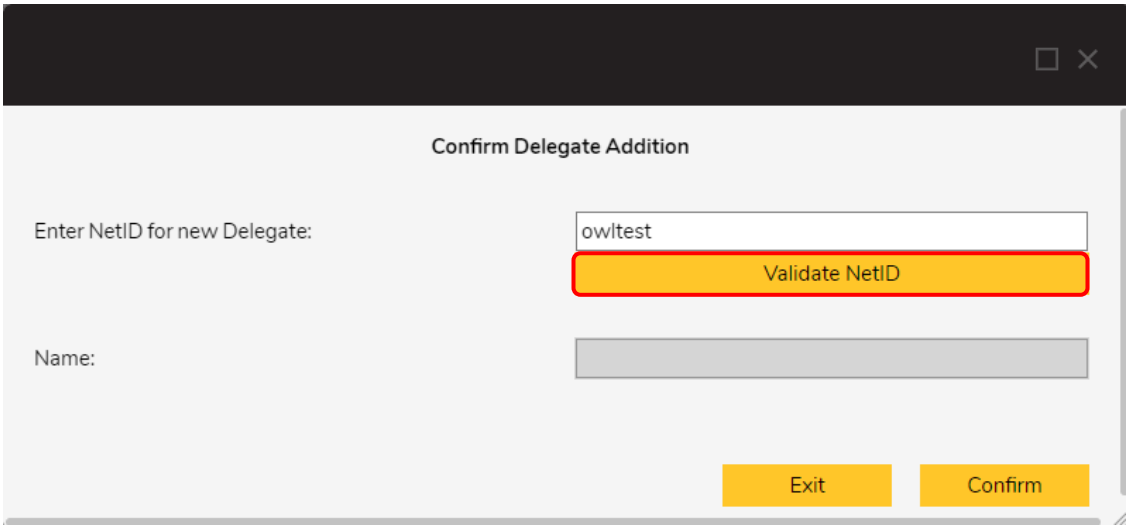
2. From the delegate management page, click on **Create Delegation** in the top right. The Delegate management window will open. Your current delegate's NetID and name are visible here. To set or update your delegate, click **Set/Change Delegate.**



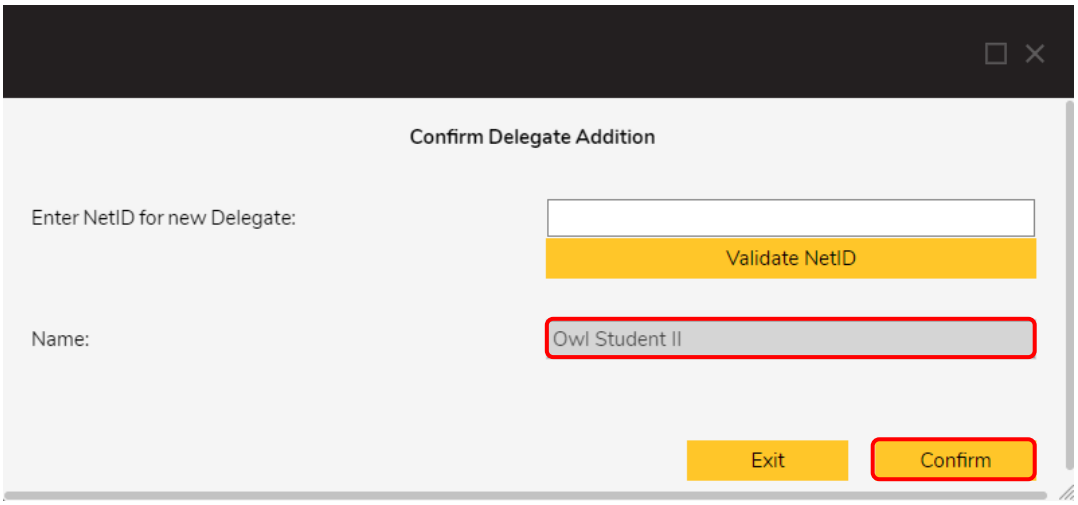
3. The **Confirm Delegate Addition** window will open.



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



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



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.

