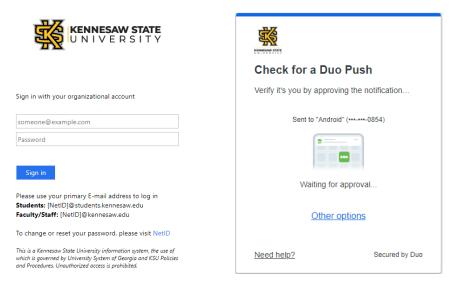
# Door Access Requests in Decisions User Guide

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# Logging in and Navigating Decisions

- 1. In your web browser navigate to <u>decisions.kennesaw.edu</u>. 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 <u>https://uits.kennesaw.edu/vpn/index.php</u>.
- 2. You will be presented with a KSU sign in page and required to complete a 2-factor prompt with DUO.



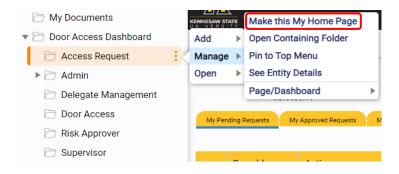
3. On your first visit, you should arrive at the **My Documents** page below:

FOLDERS					م ی پ
My Documents      Toor Access Dashboard	STELLTURE SET LANSAGE				Manage Al Y
Access Request	SET COLUME SET CANADAGE				sange • Al •
Admin	Folder Data				への20回日
Delegate Management     Door Access	ENTITY NAME	1 LAST SAVED BY LAST SAVED ON	CREATED BY	CREATED ON TYPE	
E Risk Approver					
C Supervisor					
+ 🗁 ReminderApp					
		No data to display			
		No deta to display			

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.

<	FOLDERS	
☆	Door Access Dashboard	
	🗁 Access Request	:
	🗁 Delegate Management	
9	Risk Approver	
	🗁 Supervisor	

5. 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.

		STATE UNIVERS				< ⊚ ₽
KENNESAW STATE	) > Door Access D	ashboard > Access Reques	EMPL	OYEE DOOR ACCES	SS DASHBOARD P	
		SS REQUEST	DASHB	OARD		t New Request
My Perioding Rec	luests My Approved	Requests iny Defiled Requests	•			Q
Case	e Id Action	n Submission	Date Sub	mitted By	KSU ID	KSUID Departme
			No data to dis	play		

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

Door Access R	equest Form	
KSU ID Number/NETID*	Enter KSU ID or NETID 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.

KSU ID Number/NETID*	wpowel20	Search	
Name :	Wes Powell	Email:	wpowel20@kennesaw.edu
KSUID Department :	BSC-AUX-Access Control	Supervisor KSUID :	
Supervisor Email :	zstrong2@kennesaw.edu		
Check to bypass superviso	r approval		
Start Date	10/8/2024 8:58:58	Expiration Date	1/1/9999 0:00:00
			A '1/1/9999' expiratio 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</u> the approver and will be responsible for this access.

KSU ID Number/NETID*	owltest	Sear	ch									
Name :	Owl Student II	Emai	:				е	ssve	ndor@	@kennes	aw.edu	
KSUID Department :		Supe	rvisor	KSUI	D :							
Supervisor Email :												
Check to bypass supervi	sor approval						_					
Start Date	10/8/2024 8:58:58	Expira	ation [	)ate			[	0/8/	2024	8:58:58		)
			<		Octo	ber 2	024		>	9	:32	
			S	М	т	W	Т	F	S	Hour	Minute	
			29	30	1	2	3	4	5	9	0	
	Type or select an		6	7	8	9	10	11	12	10	5	
	expiration date up	to	13	14	15	16	17	18	19	11	10	
	one year in the futu	re	20	21	22	23	24	25	26	12	15	
			27	28	29	30	31	1	2	13	20	
										14	25	
					Toda	y (	Clear			N	low	

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

KSU ID Number/NETID*	dkirkle3	Search	ı								
Name :	David Kirkley	Email:						kirkle .edu	3@st	udents.	kennesa
KSUID Department :	BSC-AUX-Access Control	Superv	isor K	SUID	:						
Supervisor Email :	essvendor@kennesaw.edu										
Start Date	10/8/2024 9:32:59	Expirat	ion Da	ate			1	0/8/2	2024	9:32:59	
			<		Octo	ber 2	024		>	g	:32
Only check if access		an	S	М	т	W	Т	F	S	Hour	Minute
unrelated to student			29	30	1	2	3	4	5	9	0
employment	year in the fut	lie	6	7	8	9	10	11	12	10	5
			13	14	15	16	17	18	19	11	10
Warning By selecting the ch	eckbox, you have chosen to bypass supervi	sor	20	21	22	23	24	25	26	12	15
	be treated as the approver and responsible f		27	28	29	30	31	1	2	13	20
	DIS	MISS								14	25
					Toda	, (	lear			١	low

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	

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.

Add Access Group	□ ×	Add Access Group		Add	Access Group		$\Box \times$
Department				Departme	ent	Academic Affairs	× -
Access	A.T.O.M.S. Center	Department	Academ X -	Access			
	Academic Affairs		Academic Affairs			AAF:AcadAff-Staff(M)	
	Athletics	Access				AAF:ASFD-Staff	- 1
	Bagwell College of Educati					AAF:DLI-Administration	- Ii
	Campus Services		ОК			AAF:DLI-Staff	
	Center for Excellence in Te		UK	Plance		AAF:Group 1-KH	
	Center for Young Adult Add			needed		AAF:Group 2-ALC	
	Chief Administrative Officer					AAF:Group 3	
	Cobb Education Consortium			Please	enter comments here	AAF:MARB-Archives Sta	.ff
	CODD Education Consolition					AAF:MARB-Archives Stu	dent

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

		Add Access Group	Remove Access Group
Department	Access Group Name		
Academic Affairs	AAF:DLI-Staff		
		Add Door Access	Remove Door Access
Campus	Building	Add Door Access Room Name	Remove Door Access
Campus	Building		Remove Door Access
Campus	Building		Remove Door Access

#### 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.

Add Door Access		Add Door Access		Add Door Access	
Campus Building Room	Kennesaw Campus Marietta Campus	Campus Building Room	Kennesaw Campus X -	Campus Building Room	Kennesaw Campus X English Bldg X EB:048 Electrical
	Paulding TEST CAMPUS	<u></u>	ОК	Please specify why this access in needed Please enter comments here	EB:049 Mechanical EB:050B-UL Exterior Door EB:052B Janitorial EB:053-UL CL EB:055-060-HK Suite EB:055A Office EB:055B Office EB:055C Office

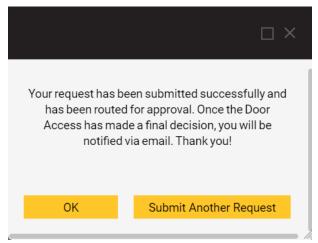
8. Click **OK**. The room will appear on the form. You can remove unwanted lines from the form by selecting the access group or room and clicking **Remove Access Group** or **Remove Door Access**.

		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 Jani	torial

- 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.

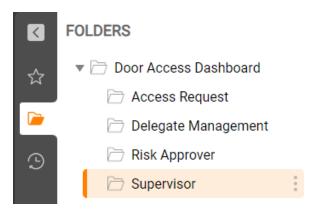
Note: If you submit a request for someone you supervise, or the request you submitted is for an elevated risk space that you are the approver for, you will still need to give approval for the request separately. See the following sections for instructions on approving requests.

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.

Dura	ng Requests	S S	UPERV	ISOR DA	SHBOARD			
Pendi	ng Requests						c	A 0 % D :
	Action	Submitted By	KSU ID	Name	Access Group Department	Access Group Name	Campus	Building
1	C000059	owltest@kennesaw.edu		Wes Powell	Academic Affairs	AAF:AcadAff-Staff(M)		
2	C000077	gkaur4@kennesaw.edu		Wes Powell			Marietta Campus	D - Mathematics
3	C000078	gkaur4@kennesaw.edu	0 8	Wes Powell	Academic Affairs	AAF:AcadAff-Staff(M)		
4	C000079	gkaur4@kennesaw.edu		Wes Powell			Marietta Campus	D - Mathematics
5	C000082	gkaur4@kennesaw.edu		Wes Powell			Marietta Campus	Joe Mack Wilso.
6	C000083	gkaur4@kennesaw.edu		Wes Powell	Academic Affairs	AAF:AcadAff-Staff(M)		
7	C000084	gkaur4@kennesaw.edu		Wes Powell	Academic Affairs	Decisions_TestGroup_1		
8	C000085	gkaur4@kennesaw.edu		Wes Powell	Academic Affairs	Decisions_TestGroup_10		
9	C000088	gkaur4@kennesaw.edu		Wes Powell	Athletics	ATH:Admin Master		
10	C000090	gkaur4@kennesaw.edu		Wes Powell	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.

<b>Review Form</b>						
Request Details						
KSU ID :			Name :	1	Wes Powell	
Email:	wpowel20	@kennesaw.edu	KSUID Departme	ent :	BSC-AUX-Access Cor	ntrol
Supervisor KSUID :			Supervisor Email	l: :	zstrong2@kennesaw.e	edu
Access Justification :	Test		SubmittedBy :		gkaur4@kennesaw.ed	lu
Comments :						
Access Requested						
Department Acces	s Group	Campus Marietta Campus	Building D - Mathematics	Room TestDoor10		
Approval Information				Approved D		
Approver Level Name	Status	Comments				
				Approved b	ate	
Start Date	9/11/2024	4 10:32:03	Expiration Date		1/1/9999 0:00:00	ing EO

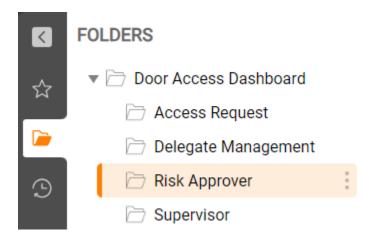
4. Once you have verified the information and dates, click **Approve** to give approval for the request.

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.

		NESAW STATE UN	IIVERSIT	ſY					
		Sinter and	RISK #	PPRO	VER DASHBOAF	RD			
Pend	ding Requests							Q D	X 0 :
	Action	Submitted By	KSU ID	Name	Access Group Department	Access Group Name	Campus	Building	Room Na
1	C000081	gkaur4@kennesaw.edu		Wes Po			Marietta Camp	Joe Mack Wilso	A:100A E
2	C000087	gkaur4@kennesaw.edu		Wes Po	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.

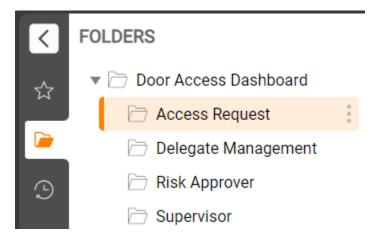
Request Details						×
Request Details						
KSU ID :	_		Name :	Wes Powe		
Email:	wpowel20@	kennesaw.edu	KSUID Department :		-Access Control	
Supervisor KSUID :	wpoweizo@	Kerinesaw.euu	Supervisor Email :		)kennesaw.edu	
Access Justification	: Test		SubmittedBy :		ennesaw.edu	
Access Request	ed					
Department Academic Affairs	Access Group	Campus	Building	Room		
Approval Informa	ation					
Approver Level Name		Comments		Approved Date		

- 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.

	KENNESAW STATE UNIVERSITY         Intervention of the state of th						
	ACCESS REQUEST DASHBOARD						
My Per	nding Requests N	ly Approved Requests My D	enied Requests				
	Case Id	Action	Submission Date	Submitted By	KSU ID	KSUID Department	Supervisor Email

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

KENNESAW STATE UNIVERSITY							
ACCESS REQUEST DASHBOARD							
My Pe	ending Requests	My Approved Requests My	Denied Requests	Submitted By	KSU ID	KSUID Department	Supervisor Email
			0401110010110410			rice of b open time in	
1	C000116	Click to withdraw	9/20/2024 8:53 AM	rcarte69@kenne		BSC-AUX-Access Control	essvendor@kennesa.

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

Door Access Request Details						
Submitte	d	:	Supervisor Review		Risk Approver Review	Door Access Review
Request Details	_					
KSUID#:			Name :		Romero Carter	
KSUID Department :	BSC-AUX-A	Access Control	Supervisor KSUI	ID :		
Supervisor Email :	essvendor@	@kennesaw.edu	Submitted By :		rcarte69@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						
	ess Group	Campus	Building	Room		
	MS:Employee	compas	Containg.	10011		
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.

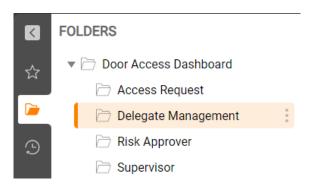
	KENNESAW STATE UNIVERSITY         Image: State Stat						
My Pe	ACCESS REQUEST DASHBOARD						
	Case Id	Action	Submission Date	Submitted By	KSU ID	KSUID Department	Supervisor Email
1	C000116	Click to withdraw	9/20/2024 8:53 AM	rcarte69@kenne		BSC-AUX-Access Control	essvendor@kennesa
2	C000117	Click to withdraw	9/20/2024 8:53 AM	rcarte69@kenne		BSC-AUX-Access Control	essvendor@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**.

		] ×
Deleg	gate Management	
Current Delegate NetID: Current Delegate Name:		
Set/Change Delegate		
	Exit	

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

	□ ×
Confirm Deleg	ate Addition
Enter NetID for new Delegate:	
	Validate NetID
Name:	
	Exit Confirm

4. Enter the <u>exact</u> 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:	owltest	
	Validate NetID	
Name:		
	Exit Confirm	

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

	□ ×	
Confirm Delegate Addition		
Enter NetID for new Delegate:		
	Validate NetID	
Name:	Owl Student II	
	Exit Confirm	

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.

	□ ×	
Delegate Management		
Current Delegate NetID: Current Delegate Name:	owltest Owl Student II	
Set/Change Delegate	Remove Delegate	
	Exit	