Step 1: Login to OwlExpress
2. Enter your KSU Email Address and password.
3. Click Sign In.
4. Sign in with Duo Authentication window using your KSU credentials.
5. Click Employee Services from the Owl Express Main Menu.
6. Click Registered Visitor Menu.
7. Click Registered Visitors.
8. Use the following tabs to monitor the status of submissions as they move through the approval process:
   a. Expiring Soon – Shows visitors expiring within 30 days.
   b. Active – Shows approved registered visitors.
   d. Inactive – Shows visitors who no longer have access.

Step 2: 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 Enter New Visitor button and follow the steps listed in Step 3.
   b. Renew Access – To renew the access of your visitor prior to the visitor’s end access date, select the Expiring Soon tab. Next, select the checkbox next to the appropriate visitor. Select Renew Selected Visitors and follow the steps listed in Step 3.
   c. Reactivate Access – To reactivate a visitor access, click the Inactive tab. Next, click Reactivate Selected Visitors and proceed to Step 3. Note: Email dooracess@kennesaw.edu to restore access lost upon expiration.
   d. Deactivate Access – To terminate visitor access, click the Active tab. Locate the appropriate visitor and click Deactivate.

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

If you need assistance, please contact registeredvisitor@kennesaw.edu. For technical support, submit a ticket at service.kennesaw.edu.
Step 3: Complete the Registered Visitor Request Form

1. The Registered Visitor Request Form will open. Review the pre-populated information and fill in the required fields (indicated by an asterisk).
2. Indicate whether the visitor has previous affiliation with KSU.

   REGISTERED VISITOR INFORMATION
   Have this individual ever been a student, employee, or long-term visitor?
   Yes ☐ No ☐
   If yes, please provide the previously issued KSU ID number.
   If not known, please refer to HR help desk.

3. Next, you will need to provide the Registered Visitor Information:
   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 access end date for your visitor. 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, if required.
   c. In Role of Visitor field, enter the details for the visit.

4. Indicate whether the visitor will be serving as an authorized individual while working with Programs Serving Minors:
   a. If you selected Yes – Use the dropdown to select the program. Next, click Submit.

A confirmation window will appear, asking you to review and acknowledge department and sponsor responsibility. Click OK to complete your application.

Step 4: Monitor Your Submissions

1. 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 in a timely manner to the consent request.
   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 of their expiration date.

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