The Registered Visitor Request Form is used to obtain HR approval to provide access to various systems, buildings, secure areas, information, and services for non-paid affiliates and long-term visitors. The following explains the steps necessary to complete and submit the form:

2. The Sign In window will appear. Enter your KSU Email Address and password (See Figure 1).
3. Click Sign In (See Figure 1).

4. You will be directed to the Duo Authentication window to verify your identity. Follow the appropriate steps to provide verification.

**Note:** To access instructions for Duo setup and verification, please visit the UITS Documentation Center.
5. You will be directed to the Owl Express Main Menu. Click Employee Services (See Figure 3).

6. Click Registered Visitor (See Figure 3).

7. In the resulting menu, click Registered Visitor Form.

8. Select the radio button corresponding the appropriate visitor type (See Figure 5).

9. Click Submit (See Figure 5).
10. The *Registered Visitor Request Form* will open containing the instructions for completing the form and form fields to be completed. **Review the instructions** as well as the pre-populated information about you, the Sponsor completing the form (required fields are indicated by an asterisk):
11. The following fields appear in the **KSU Sponsor Information** section (See Figure 7):
   a. **First Name**: Pre-populated with the first name of the person signed into Owl Express (See Figure 7).
   b. **Middle Name**: Pre-populate with the middle name/initial of the person signed into Owl Express (See Figure 7).
   c. **Last Name**: Pre-populated with the last name of the person signed into Owl Express (See Figure 7).
   d. **Sponsor NetID**: Pre-populated with the netID of the person signed into Owl Express (See Figure 7).
   e. **Sponsor Email**: Pre-populated with the email address of the person signed into Owl Express (See Figure 7).
   f. **Sponsor KSU#**: Pre-populated with the KSU number of the person signed into Owl Express (See Figure 7).
   g. **Home Dept.**: Pre-populated with the home department of the person signed into Owl Express (See Figure 7).
   h. **Sponsor Dept.**: Select the appropriate sponsoring department (e.g., AAF-Academic Advising) (required) (See Figure 7).
   i. **Contact#**: Enter the best contact number to reach the person completing the form (required) (See Figure 7).
   j. **Speed Chart#**: Select the appropriate speed chart within that department (required) (See Figure 7).

**Note**: If a Department paid background check is required, this is the speed chart that will be charged (See Figure 7).
12. In the *Registered Visitor Information* section, indicate whether or not the visitor has had a previous affiliation with KSU (i.e., as a student, staff member, faculty member, non-paid affiliate, or long-term visitor) (See Figure 8).

   a. If there has been no previous affiliation or the *KSU Number* is not known, click **No** and proceed to step 13 (See Figure 8).

   b. If you have a valid *KSU Number*, click **Yes**. A field will appear to allow you to enter the number (See Figure 8).

   **Note:** Clicking the find button will populate the *Registered Visitor Email*, *First Name*, *Middle Name*, and *Last Name* fields if a valid KSU number is entered (See Figure 9).

   ![Figure 8 - Registered Visitor Affiliation](image)

   ![Figure 9 - Populated Registered Visitor Information](image)

   **Note:** The *Authorized Individual (Non KSU employees)* and *Authorized Individual (KSU employees)* forms also include the PRG Serving field, which is a required field.

   ![Figure 10 - PRG. Serving Field](image)
13. If you answered No to step 12, all required fields indicated by an asterisk must be completed. In the Access Start Date field, select the desired date to begin access for your visitor from the calendar drop-down (See Figure 11).

**Note:** Please allow enough time for background checks, if required.

14. In the Access End Date field, select the desired access end date from the calendar drop-down.

**Note:** The Access End Date can be no more than 365 days from the Access Start Date. The Sponsor will be required to recertify the visitor beginning 30 days prior to the Access End Date (See Figure 11).

![Figure 11 - Access Start & End Date](image)

15. In the Purpose for Visit field, enter the details for the visit (See Figure 12).

16. In the Registered Visitor Information field, select the Company/Organization Name in the drop-down menu (See Figure 12).

**Note:** If the name of your Affiliation or Company/Organization does not exist on the list, choose Other at the bottom of the list and enter the name of your Affiliation or Company/Organization.

![Figure 12 - Purpose & Organization Name](image)
17. If the name of your Affiliation or Company/Organization does not exist on the list, choose Other at the bottom of the list and enter the name of your Affiliation or Company/Organization.

![Figure 13 - Add Other](image)

18. In the Access Selection section, you will be asked to answer a series of questions to better define the access your visitor will need. After selection, click Submit.

![Figure 14 - Access Selection](image)

19. Before completing your submission, you will be reminded of and will need to agree to the responsibilities that a Sponsor and their Department has related to their Registered Visitor. Click OK.

![Figure 15 - Registered Visitor Responsibilities](image)
20. Upon agreeing, you will receive a confirmation along with your Request ID.

![Figure 16 - Submission Confirmation](image)

21. Once the request is submitted HR will receive an email.

![Figure 17 - Submission Received Email](image)

**Monitoring Your Submission**

We encourage you to monitor the progress of your submission using the Sponsor Dashboard. The following explains how to monitor your Sponsor Dashboard:

1. After signing into Owl Express and accessing the Registered Visitor Form, click **Sponsor Dashboard**.
2. The *Sponsor Dashboard* will display the status as it moves through the approval process.

![Sponsor Dashboard Status](image)

*Figure 19 - Sponsor Dashboard Status*
3. As your request moves through the approval process, you will receive other emails, as follows:
   a. Based on the text entered in the Purpose for Visit field on the form and the access requested, it may be necessary to conduct a background check on your visitor. If so, you will be responsible for following up with your visitor to be sure that they respond in a timely manner to the consent request.

   ![Registered Visitor Notification Email]

   **Figure 20 - Email Notification**

   b. You will be notified once the background check consent has been received by HR.

   ![Registered Visitor Received Consent Email]

   **Figure 21 - Visitor Consent Notice**
c. You will receive an email when your Registered Visitor has been approved and what the steps are to fully onboard them.

![Registered Visitor Approval Notice](image)

**Figure 22 - Registered Visitor Approval Notice**

d. You will also receive an email when your Registered Visitor is within 30-days of their expiration date.

![Registered Visitor Expiration Notice](image)

**Figure 23 - Registered Visitor Expiration Notice**

If you have questions regarding this process, please contact registeredvisitor@kennesaw.edu. If you experience any technical difficulties while trying to use the system, please contact the UITS Help Desk at 470-578-6999 or via email at service@kennesaw.edu.