

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:

1. Navigate to <https://owlexpress.kennesaw.edu>.
2. The *Sign In* window will appear. Enter your **KSU Email Address** and **password** (See Figure 1).
3. Click **Sign In** (See Figure 1).

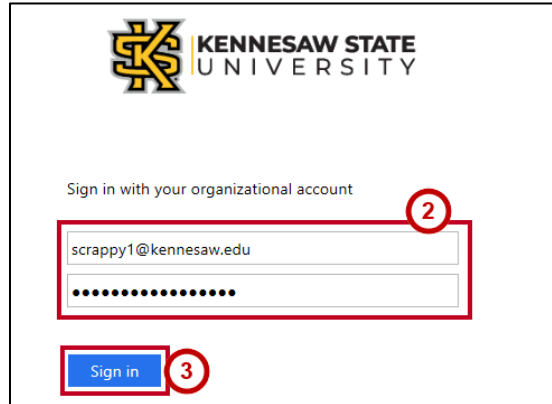
The image shows a sign-in window for Kennesaw State University. At the top left is the university logo and name. Below that, the text "Sign in with your organizational account" is displayed. A red box highlights the email and password input fields, with a red circle containing the number "2" next to it. The email field contains "scrappy1@kennesaw.edu" and the password field is filled with dots. Below the input fields is a blue "Sign in" button, which is also highlighted with a red box and a red circle containing the number "3".

Figure 1 - Sign In

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](#).

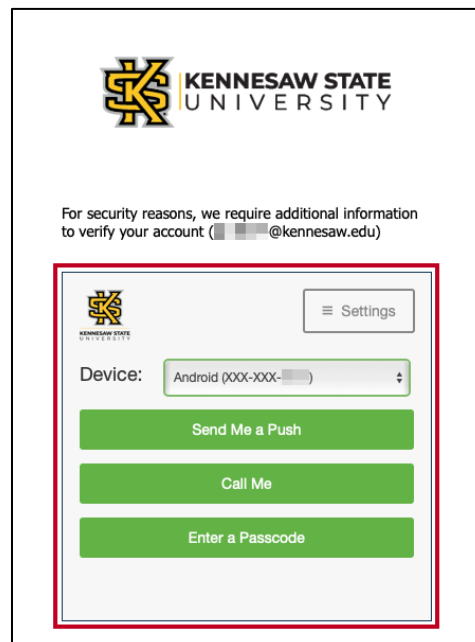
The image shows a Duo verification window for Kennesaw State University. At the top left is the university logo and name. Below that, the text "For security reasons, we require additional information to verify your account ([redacted]@kennesaw.edu)" is displayed. A red box highlights the verification options, with a red circle containing the number "2" next to it. The options are: "Send Me a Push", "Call Me", and "Enter a Passcode". There is also a "Settings" button in the top right corner.

Figure 2 - Duo Verification

5. You will be directed to the Owl Express *Main Menu*. Click **Employee Services** (See Figure 3).
6. Click **Registered Visitor** (See Figure 3).

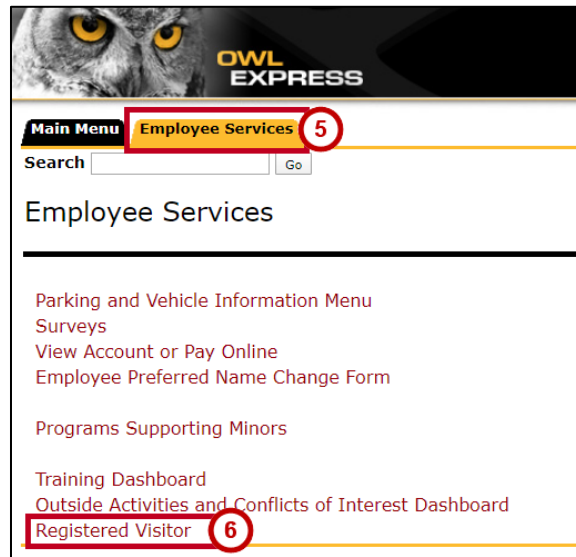


Figure 3 - Click Employee Services

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

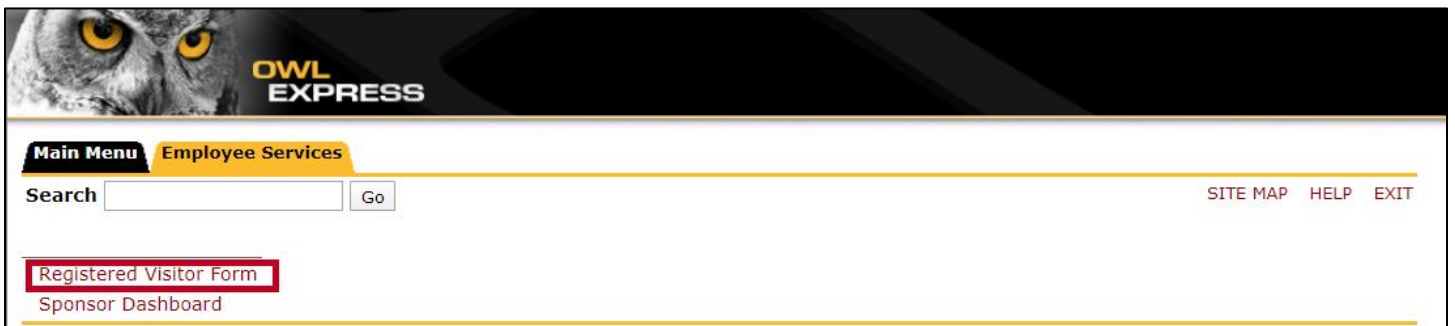


Figure 4 - Click Registered Visitor Form

8. Select the **radio button** corresponding the appropriate visitor type (See Figure 5).
9. Click **Submit** (See Figure 5).

A screenshot of the "Registered Visitor Request Form". The form has a yellow header with the title "Registered Visitor Request Form". Below the header, there is a section titled "Select one of the below options:" followed by four radio button options:

- Long-Term Visitor** - Visitors to campus requiring access to facilities during and after hours of operation AND for longer than 4 days
- Student After Hours Access** - Current KSU students requiring access to facilities *after normal business hours*
- Authorized Individual (Non KSU employees)** - Non-KSU employees who are serving as authorized individuals while working with Programs Serving Minors on campus
- Authorized Individual (KSU employees)** - Current KSU employees who are serving as authorized individuals while working with Programs Serving Minors on campus

The first radio button is highlighted with a red box and a circled "8". At the bottom of the form, there is a "Submit" button (highlighted with a red box and a circled "9").

Figure 5 – Select the Visitor Type and Submit

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):

Registered Visitor Request Form

INSTRUCTIONS

- Forms are NOT accepted directly from the visitor.
- All Non-Paid Affiliates and Long Term Visitors are required to pay for campus parking.
- PLEASE NOTE: If access is required for 4 days or less, DO NOT use this form.

KSU SPONSOR INFORMATION

First Name	<input type="text"/>	Middle Name	<input type="text"/>
Last Name	<input type="text"/>	Sponsor NetID	<input type="text"/>
Sponsor Email	<input type="text" value="@kennesaw.edu"/>	Sponsor KSU#	<input type="text" value="000"/>
Home Dept.	<input type="text"/>	Sponsor Dept. *	<input type="text" value="Select One"/>
Contact# *	<input type="text"/>	Speed Chart# *	<input type="text" value="Select One"/>

Choose Other if Speedchart# is not in list.

REGISTERED VISITOR INFORMATION

Has this Individual ever been a student, employee, or long-term visitor? * Yes No

Registered Visitor Email *	<input type="text"/>
First Name *	Middle Name <input type="text"/>
Last Name *	Emergency Contact Name * <input type="text"/>
Emergency Contact Phone *	<input type="text"/>
Access Start Date *	Access End Date * <input type="text"/>
Purpose for Visit *	<input style="height: 40px;" type="text"/>
Visitor Affiliation or Company/Organization Name *	<input type="text" value="Select One"/>

This does not include Door Access.

Choose Other if Company name is not in list.

Figure 6 – Registered Visitor Request Form

11. The following fields appear in the *KSU Sponsor Information* section (See Figure 7):
- First Name:** Pre-populated with the first name of the person signed into Owl Express (See Figure 7).
 - Middle Name:** Pre-populate with the middle name/initial of the person signed into Owl Express (See Figure 7).
 - Last Name:** Pre-populated with the last name of the person signed into Owl Express (See Figure 7).
 - Sponsor NetID:** Pre-populated with the netID of the person signed into Owl Express (See Figure 7).
 - Sponsor Email:** Pre-populated with the email address of the person signed into Owl Express (See Figure 7).
 - Sponsor KSU#:** Pre-populated with the KSU number of the person signed into Owl Express (See Figure 7).
 - Home Dept.:** Pre-populated with the home department of the person signed into Owl Express (See Figure 7).
 - Sponsor Dept.:** Select the appropriate sponsoring department (e.g., AAF-Academic Advising) (required) (See Figure 7).
 - Contact#:** Enter the best contact number to reach the person completing the form (required) (See Figure 7).
 - 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).

The image shows a screenshot of a web form titled "KSU SPONSOR INFORMATION". The form is organized into two columns of input fields. Each field is highlighted with a red rectangular box and a red circle containing a letter from 'a' to 'j'. The fields and their corresponding labels are as follows:

- First Name:** A text input field with a red box labeled 'a'.
- Middle Name:** A text input field with a red box labeled 'b'.
- Last Name:** A text input field with a red box labeled 'c'.
- Sponsor NetID:** A text input field with a red box labeled 'd'.
- Sponsor Email:** A text input field containing "@kennesaw.edu" with a red box labeled 'e'.
- Sponsor KSU#:** A text input field containing "000" with a red box labeled 'f'.
- Home Dept.:** A text input field with a red box labeled 'g'.
- Sponsor Dept. *:** A dropdown menu showing "AAF-Academic Advising" with a red box labeled 'h'.
- Contact# *:** A text input field containing "(555) 555-1212" with a red box labeled 'i'.
- Speed Chart# *:** A dropdown menu with "Select One" selected and a red box labeled 'j'.

Figure 7 - KSU Sponsor Information

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

REGISTERED VISITOR INFORMATION

Has this Individual ever been a student, employee, or long-term visitor? * Yes No

If "yes", please provide the previously issued KSU Number(if known)

Figure 8 - Registered Visitor Affiliation

REGISTERED VISITOR INFORMATION

Has this Individual ever been a student, employee, or long-term visitor? * Yes No

If "yes", please provide the previously issued KSU Number(if known)

Registered Visitor Email *

First Name * Middle Name

Last Name * Emergency Contact Name *

Figure 9 - Populated Registered Visitor Information

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

PRG. Serving *

Choose Other if Program is not in list.

Figure 10 - PRG. Serving Field

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).

Registered Visitor Email * [redacted]@kennesaw.edu

First Name * [redacted] Middle Name [redacted]

Last Name * [redacted] Emergency Contact Name * Scrapy Owl

Emergency Contact Phone * (555) 555-1212

Access Start Date * 03/09/2020 13

Access End Date * [redacted] 14

Purpose for Visit * [redacted]

Company/Organization Name * [redacted]

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Figure 11 - Access Start & End Date

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

16. In the *Registered Visitor Information* field, selection 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.

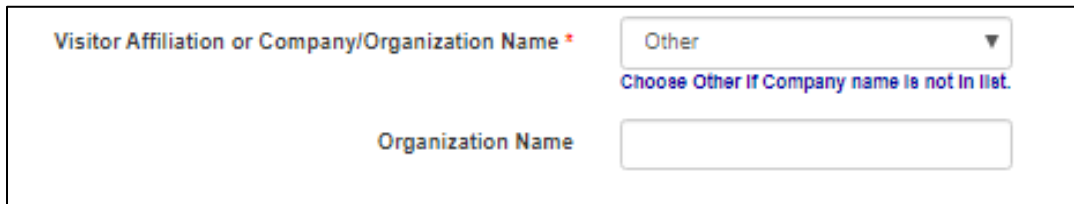
Purpose for Visit * Painting offices. 15

Visitor Affiliation or Company/Organization Name * A & D Painting Inc 16

Choose Other if Company name is not in list.

Figure 12 - Purpose & Organization Name

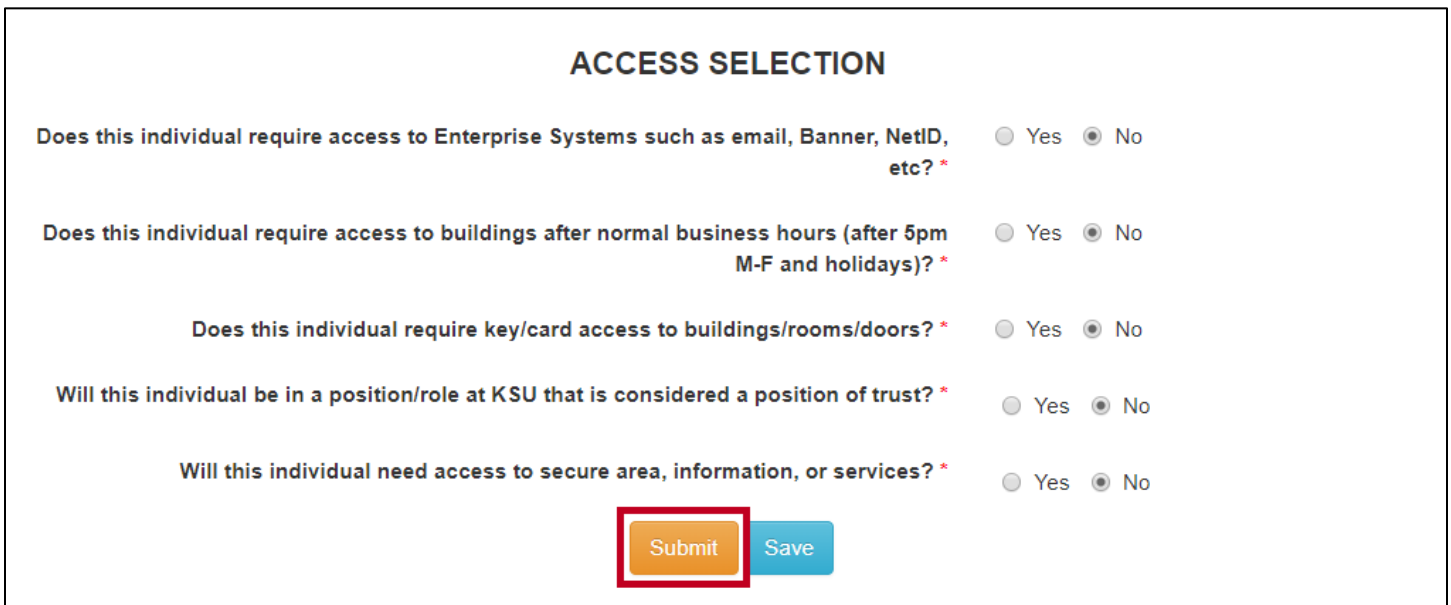
17. If the name of your Affiliation or Company/Organization does not exist on the list, choose *Other* at the bottom of the list and enter the name of your Affiliation or Company/Organization.



The screenshot shows a form with two main input areas. The first is a dropdown menu labeled "Visitor Affiliation or Company/Organization Name *". The dropdown is currently set to "Other". Below the dropdown, there is a blue text instruction: "Choose Other if Company name is not in list." The second input area is a text box labeled "Organization Name".

Figure 13 - Add Other

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**.



The screenshot shows the "ACCESS SELECTION" section of a form. It contains five questions, each with "Yes" and "No" radio button options. The "No" option is selected for all questions. At the bottom of the section, there are two buttons: "Submit" (highlighted with a red box) and "Save".

ACCESS SELECTION

Does this individual require access to Enterprise Systems such as email, Banner, NetID, etc? * Yes No

Does this individual require access to buildings after normal business hours (after 5pm M-F and holidays)? * Yes No

Does this individual require key/card access to buildings/rooms/doors? * Yes No

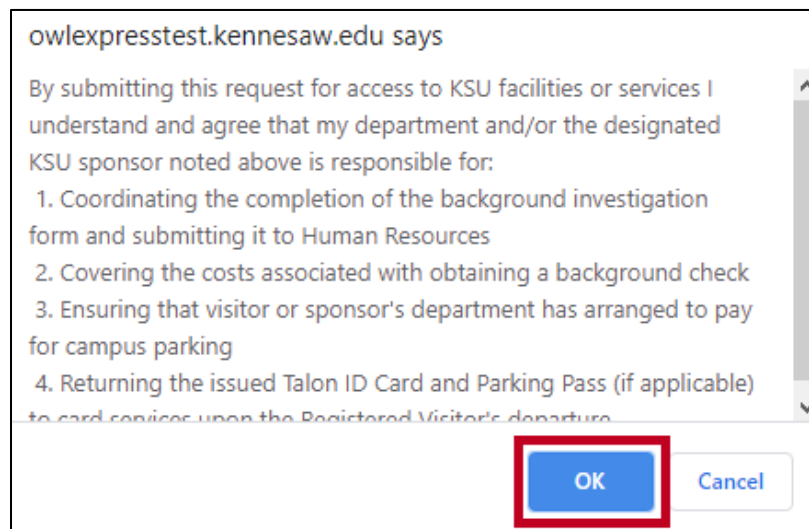
Will this individual be in a position/role at KSU that is considered a position of trust? * Yes No

Will this individual need access to secure area, information, or services? * Yes No

Submit **Save**

Figure 14 - Access Selection

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**.



The screenshot shows a dialog box with a scrollable text area. The text area contains the following text: "owlexpresstest.kennesaw.edu says By submitting this request for access to KSU facilities or services I understand and agree that my department and/or the designated KSU sponsor noted above is responsible for: 1. Coordinating the completion of the background investigation form and submitting it to Human Resources 2. Covering the costs associated with obtaining a background check 3. Ensuring that visitor or sponsor's department has arranged to pay for campus parking 4. Returning the issued Talon ID Card and Parking Pass (if applicable) to card services upon the Registered Visitor's departure". At the bottom of the dialog box, there are two buttons: "OK" (highlighted with a red box) and "Cancel".

owlexpresstest.kennesaw.edu says

By submitting this request for access to KSU facilities or services I understand and agree that my department and/or the designated KSU sponsor noted above is responsible for:

1. Coordinating the completion of the background investigation form and submitting it to Human Resources
2. Covering the costs associated with obtaining a background check
3. Ensuring that visitor or sponsor's department has arranged to pay for campus parking
4. Returning the issued Talon ID Card and Parking Pass (if applicable) to card services upon the Registered Visitor's departure

OK **Cancel**

Figure 15 - Registered Visitor Responsibilities

20. Upon agreeing, you will receive a confirmation along with your Request ID.

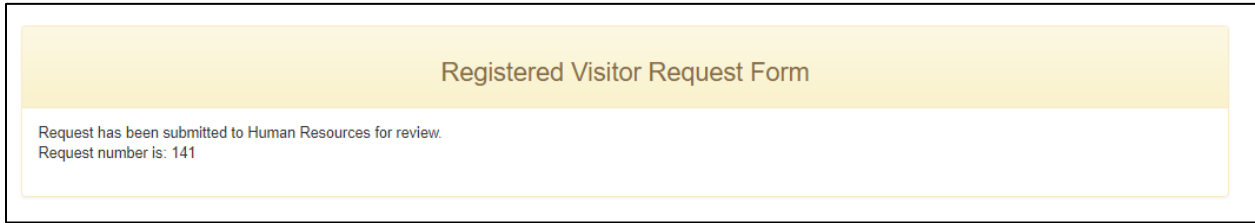


Figure 16 - Submission Confirmation

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



Figure 17 - Submission Received Email

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**.

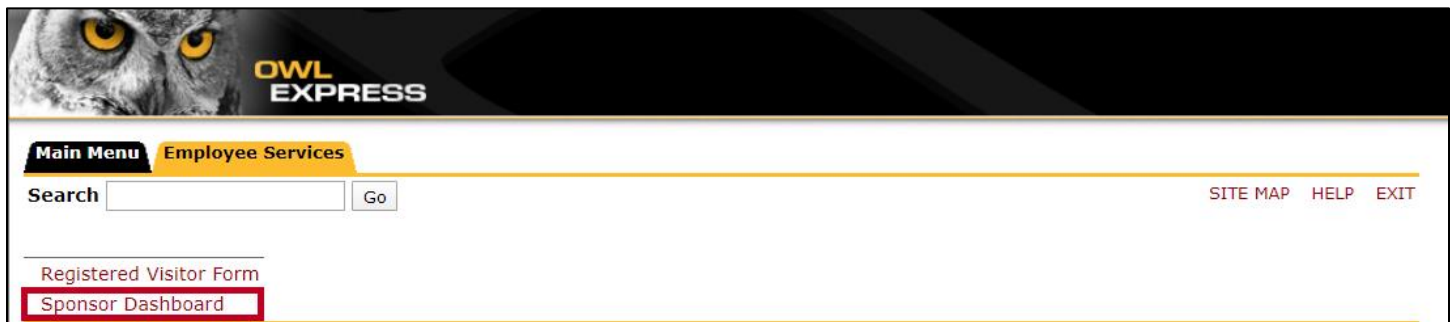


Figure 18 - Sponsor Dashboard

2. The *Sponsor Dashboard* will display the status as it moves through the approval process.

Sponsor Dashboard

Unsubmitted Requests

Show 10 entries Search:

Submission ID	First Name	Last Name	Sponsor Dept.	Sponsoring Dept.	Speed Chart	Status	Update
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Submitted Requests

Show 10 entries Search:

Submission ID	First Name	Last Name	Sponsor Dept.	Sponsoring Dept.	Speed Chart	Status	Visitor Type
141	██████	██████	████████████████████	AAF-Academic Advising	██████████ (10000)	Submitted for Review	

Showing 1 to 1 of 1 entries Previous 1 Next

Approved Active Requests

Show 10 entries Search:

Submission ID	KSUID	First Name	Last Name	Sponsor Dept.	Sponsoring Dept.	Speed Chart	Visitor Type	Expiration Date
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

Previously Approved Requests, Now Expired

Show 10 entries Search:

Submission ID	First Name	Last Name	Sponsor Dept.	Sponsoring Dept.	Speed Chart	Visitor Type	Expiration Date
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Upcoming expiration of access requests

Show 10 entries Search:

Submission ID	First Name	Last Name	Sponsor Dept.	Sponsoring Dept.	Speed Chart	Visitor Type	Expiration Date
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Denied requests

Show 10 entries Search:

Submission ID	First Name	Last Name	Sponsor Dept.	Sponsoring Dept.	Speed Chart	Visitor Type	Expiration Date
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

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.

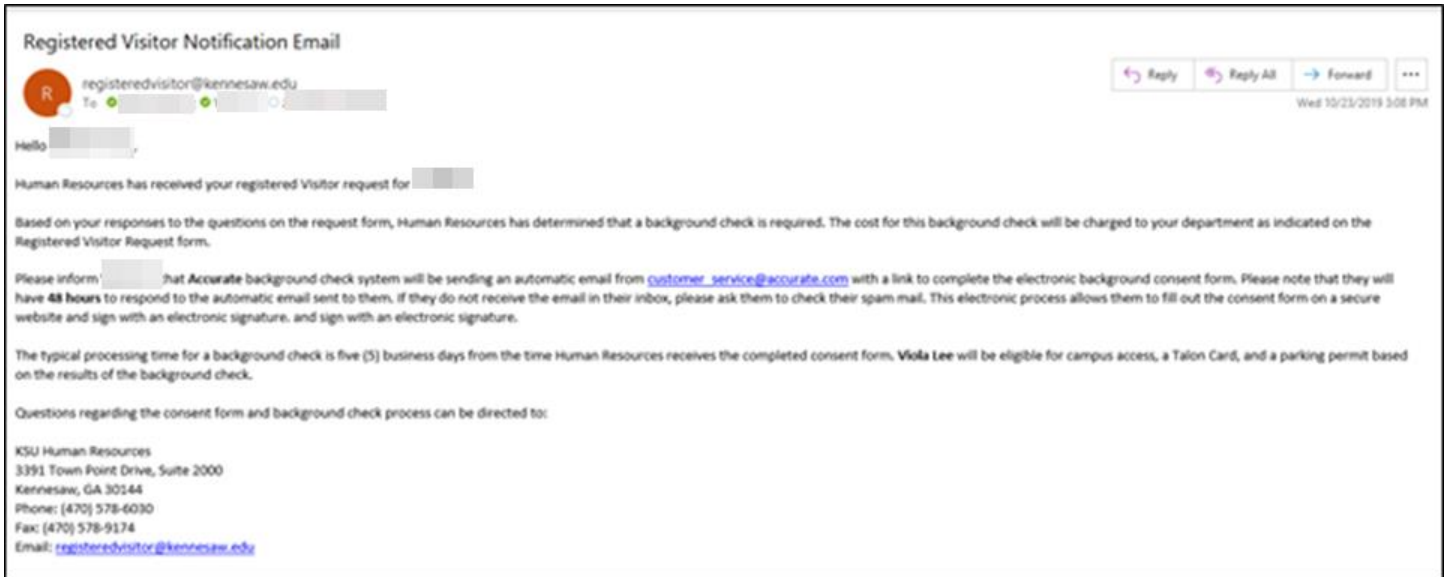


Figure 20 - Email Notification

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

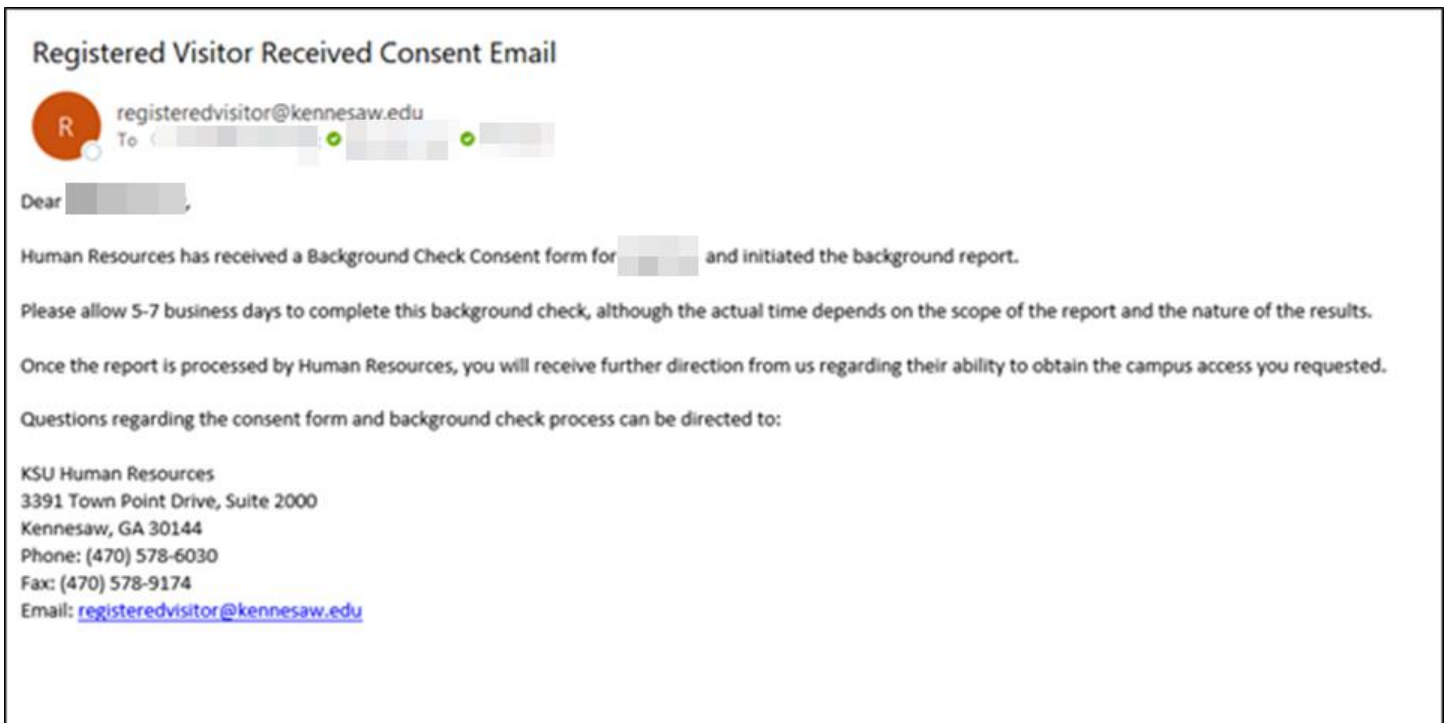


Figure 21 - Visitor Consent Notice

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

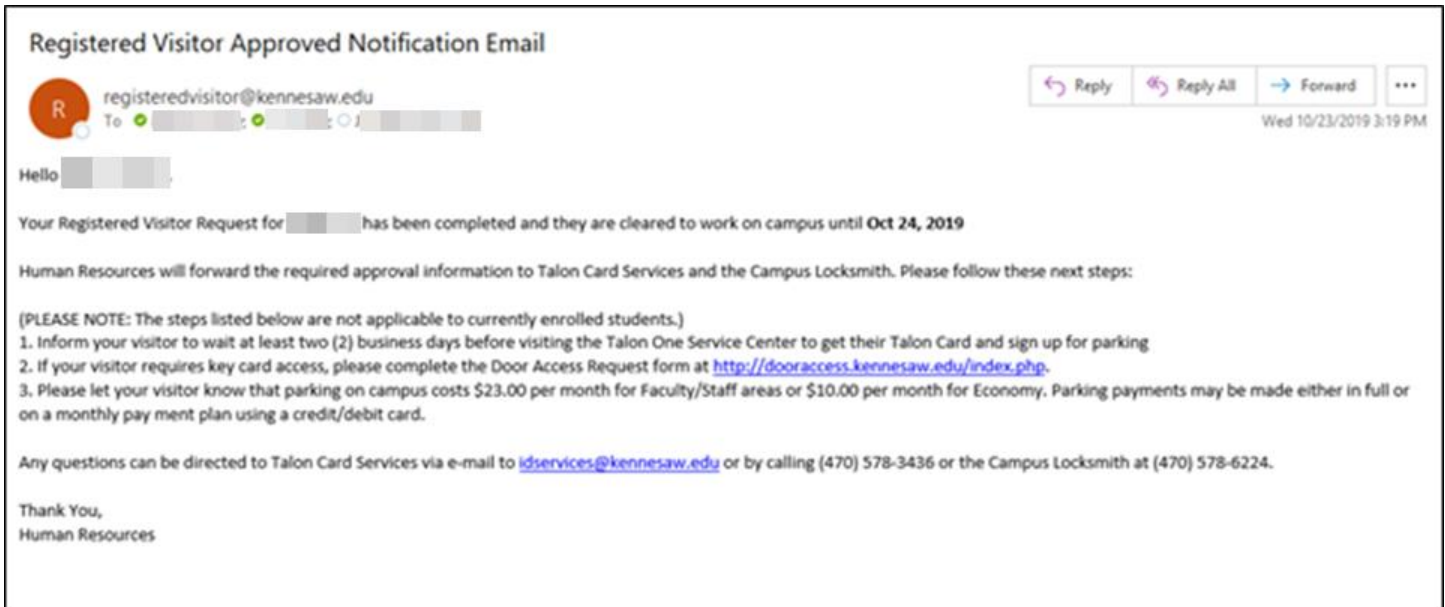


Figure 22 - Registered Visitor Approval Notice

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

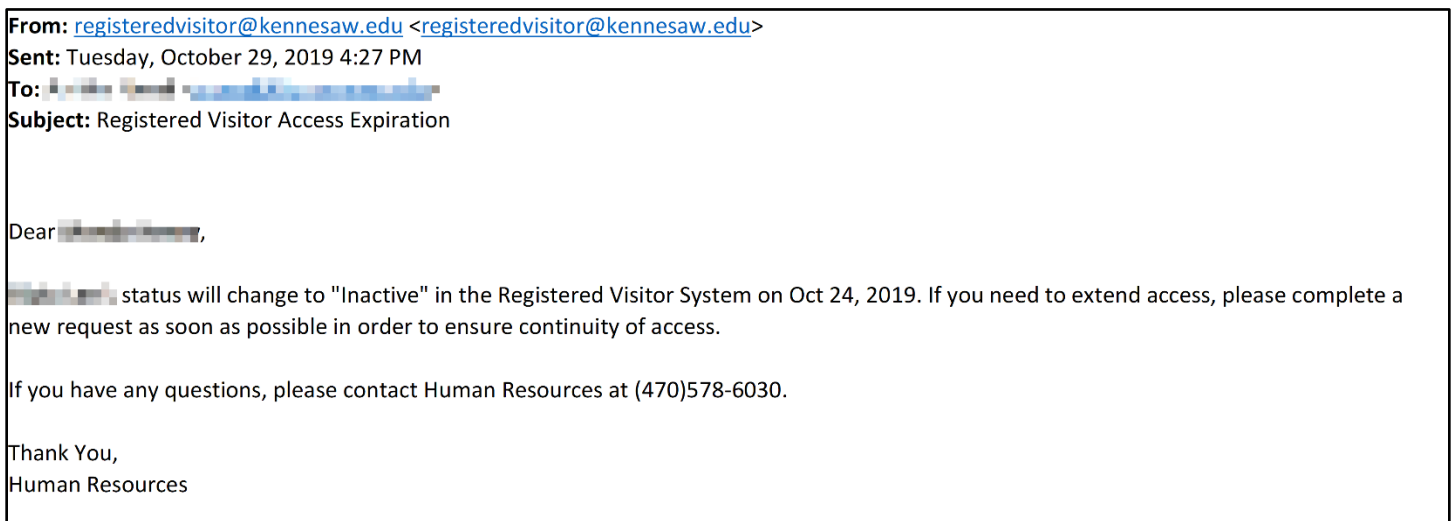


Figure 23 - Registered Visitor Expiration Notice

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.