

Accessing the Door Access Request Form

the requestor's role

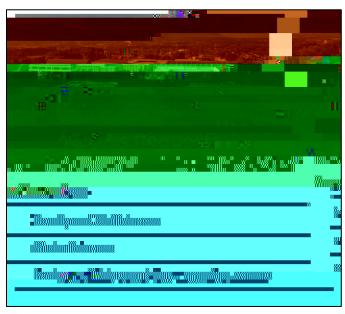


Figure 1 - Click Faculty and Staff Access

Submit a Request



Figure 2 - Click Submit a Request

Sign in with Single sign-on



Figure 3 - KiSSFLOW Sign In

KSU Email Address Password

Sign in

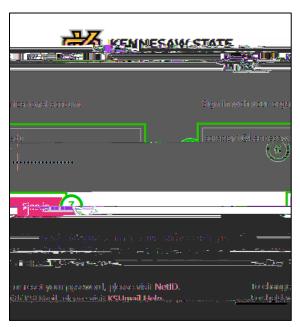


Figure 4 - New Session

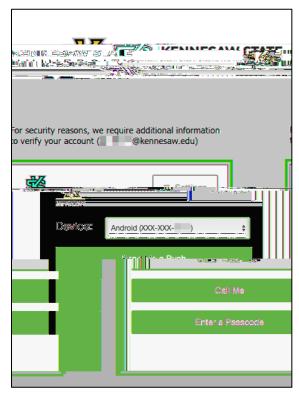


Figure 5 - Duo Verification

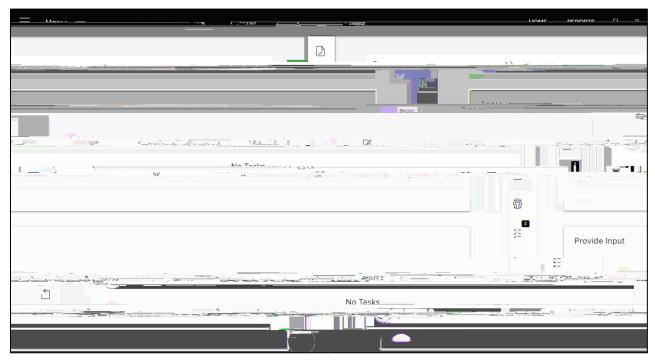


Figure 6 - KiSSFLOW Home Page

drop-down arrow

Add 5 rows Add 10 rows

Note checkbox Delete Rows(s)

Figure 17 - Delete Rows

reason

Figure 20 - Click Save

Drafts

Door Access Request

Figure 21 - Access Drafts

drop-down arrow

Save as Template