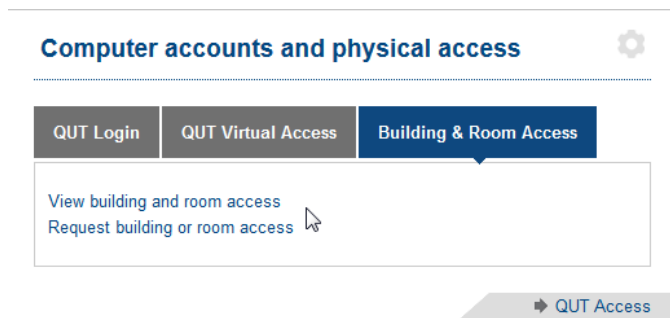


Approving Door Access in RightCrowd

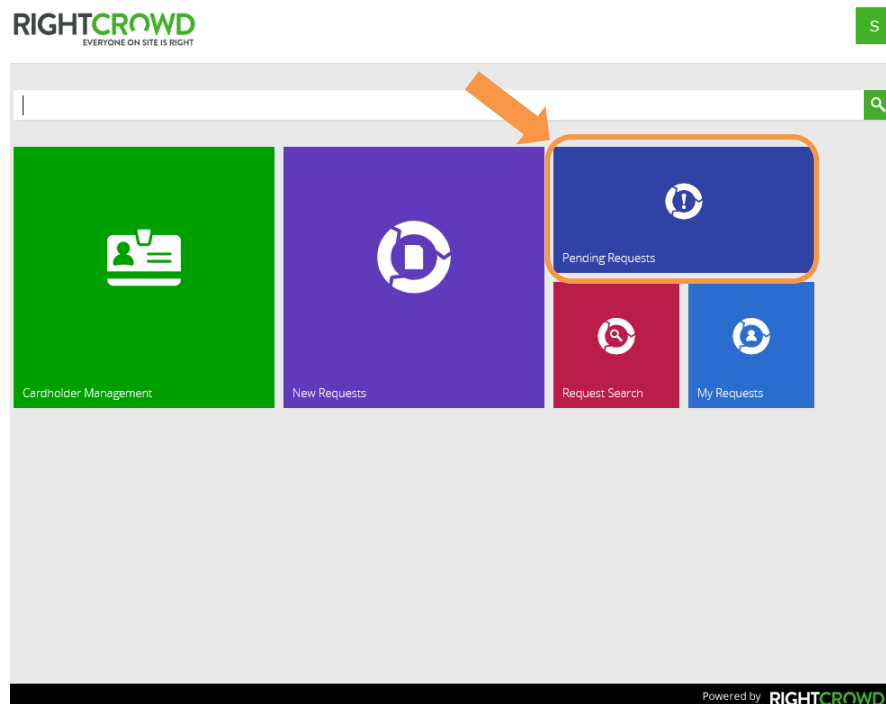
RightCrowd can be accessed directly from: <https://suresite.qut.edu.au/rightcrowd/>

Alternatively it can be accessed through QUT Virtual, under the 'Personal Profile' tab:

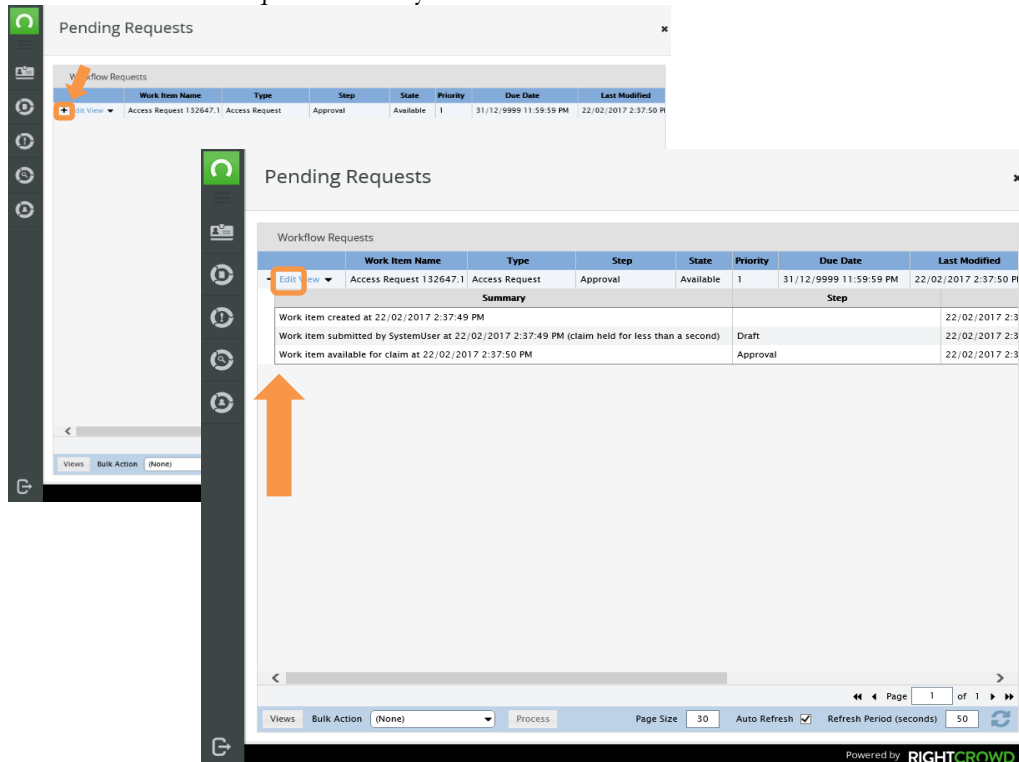
- Go to the 'Computer accounts and physical access' portal
- Select the 'Building & Room Access' tab
- Click 'Request building or room access' to access RightCrowd.



1. Click Pending Requests

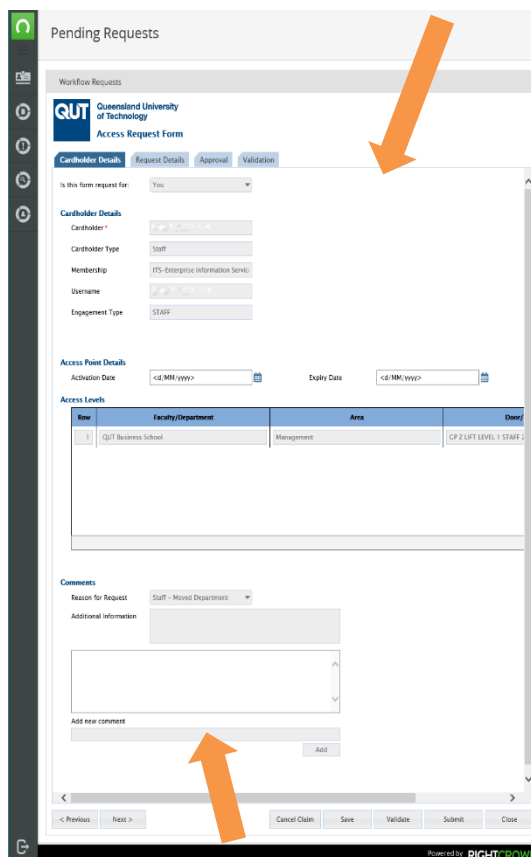


2. Click the + button to view a request's history



3. Select Edit to open the request

4. Cardholder Details shows the name of the door or access point, and the person who will be granted the access.



5. Comments or Reason for Request includes additional information from the requester.

6. Click Next to move to the Request Details
7. Request Details shows who submitted the request and any additional recipients of email notifications.

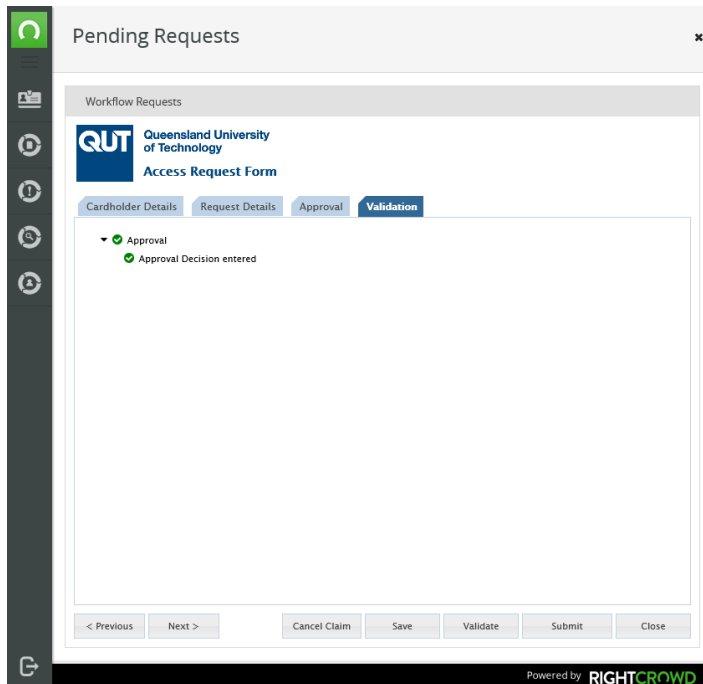
The screenshot shows the 'Request Details' tab of the 'Access Request Form' for Queensland University of Technology (QUT). The form is titled 'Pending Requests' and includes a sidebar with navigation icons. The main content area is divided into sections: 'Request Information' with fields for 'Request ID' (132647.1) and 'Request Date' (22/02/2017); 'Requestor Information' with fields for 'Requestor Name' and 'Requestor Email'; and an 'Optional' section for additional contacts with fields for 'Name' and 'Email'. At the bottom, there are navigation buttons: '< Previous', 'Next >', 'Cancel Claim', 'Save', 'Validate', 'Submit', and 'Close'. The footer indicates 'Powered by RIGHTCROWD'.

8. Click Next to move to the Approval
9. Select an Approval Decision from the menu and enter any comments to be emailed to the requester, if you have selected More Information or Rejected you must enter a comment/reason

The screenshot shows the 'Approval' tab of the 'Access Request Form'. The 'Actual Approver' field is populated with a name. The 'Approval Decision' dropdown menu is open, showing three options: 'Approved', 'More Information', and 'Rejected'. Below this is a 'Comments' section with a large text area and an 'Add new comment' input field with an 'Add' button. At the bottom, there are navigation buttons: '< Previous', 'Next >', 'Cancel Claim', 'Save', 'Validate', 'Submit', and 'Close'. The footer indicates 'Powered by RIGHTCROWD'.

10. Click Next to ensure the form is valid for submission

11. Click Submit



12. If Approved the requested door access will begin working within 24 hours.

The requester is notified immediately via an email including any comments entered.

Please contact the IT Helpdesk if you have any questions or need further assistance.