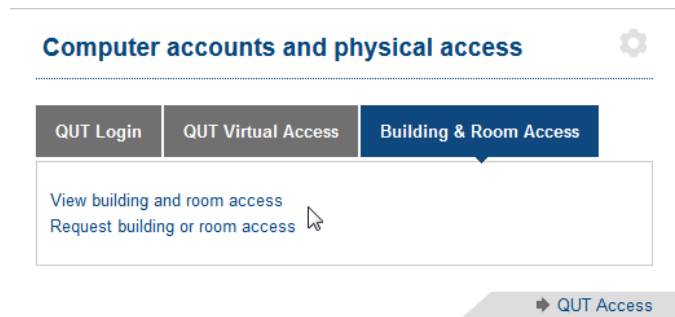


## Quick User Guide for RightCrowd

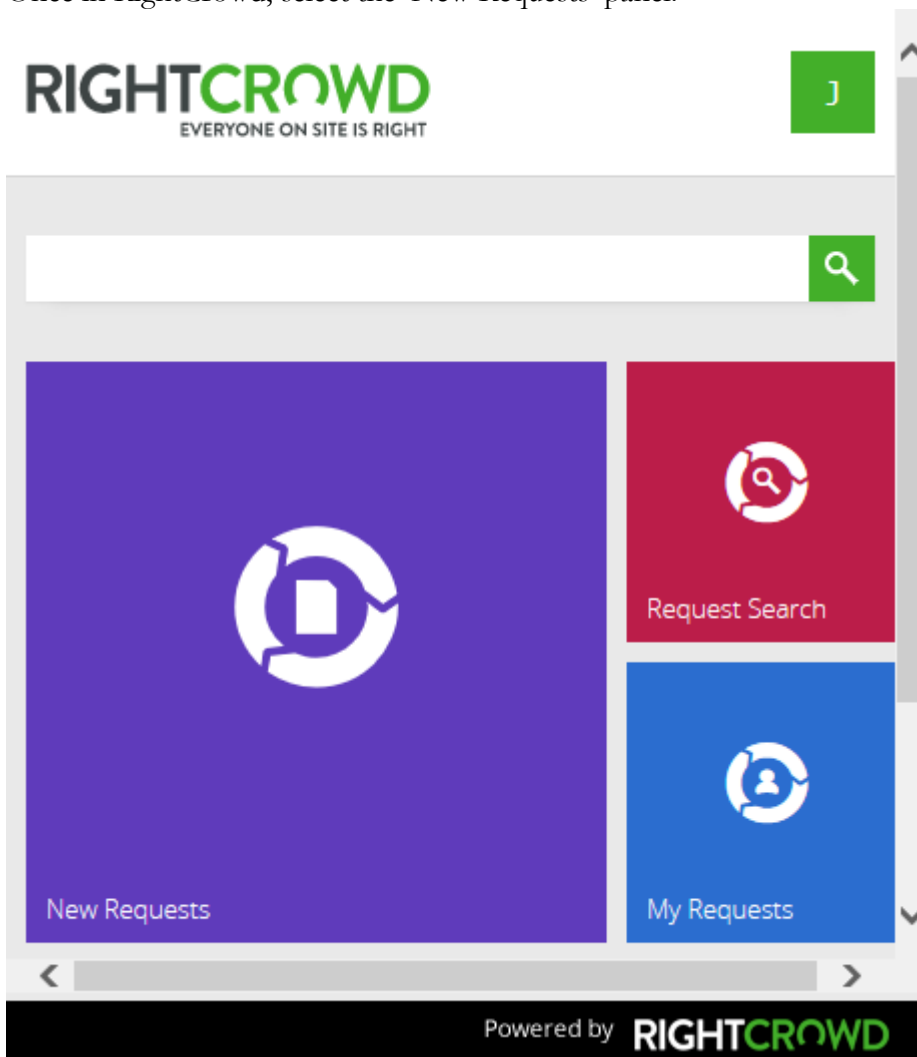
RightCrowd can be accessed directly from: <https://suresite.qut.edu.au/rightcrowd/>

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 SureSite.

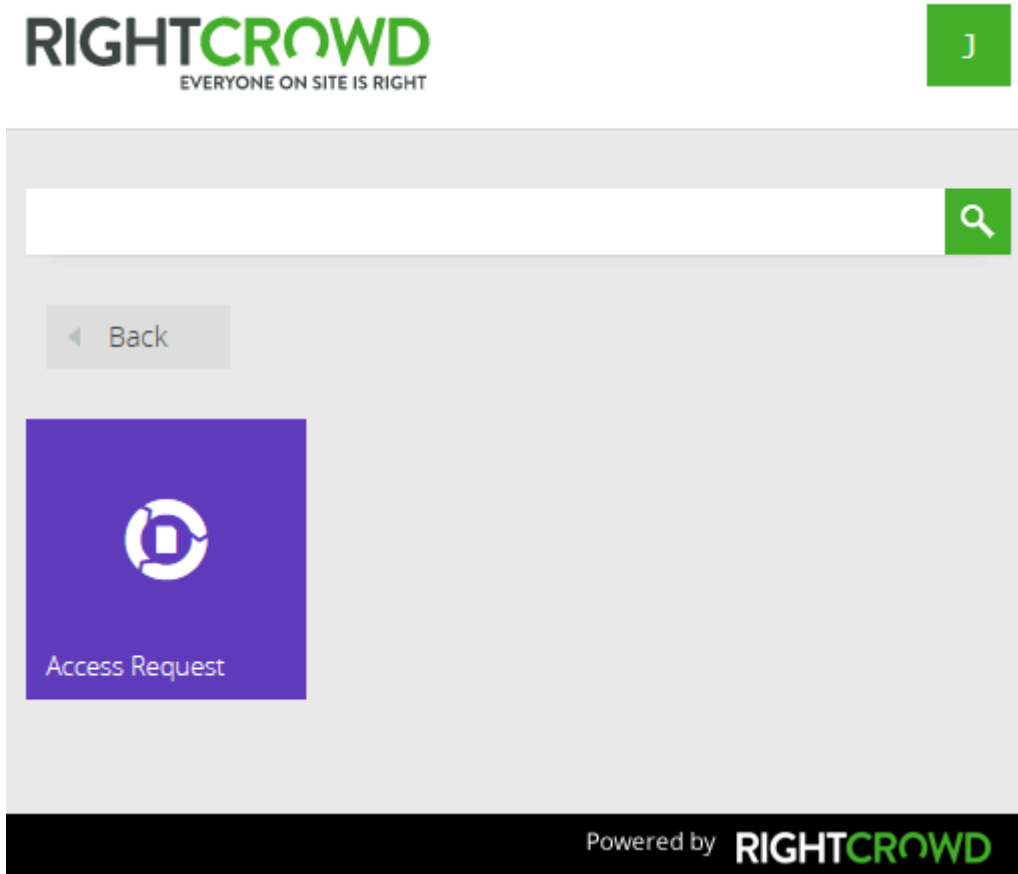


Once in RightCrowd, select the 'New Requests' panel.



## Requesting Room Access

To request access to a room, choose the 'Access Request' panel.



The Access Request form will be displayed. Complete the form as indicated below. Mandatory fields are marked by an asterisk (\*).

Under the Cardholder Details tab:

- The 'Cardholder' details will be automatically filled if the request is for you.
- You can request access to doors for more than one 'Faculty/Department'. Click 'Add' to display another row.
- In the 'Access Levels' area, select 'Faculty/Department', 'Area' and 'Door/Timeframe'.
- You may add any comments relating to your request in the 'Comments' area.
- Click the 'Search' button to enable partial and wildcard searching.

For assistance with access requests, please contact your local Faculty or Department.

**Access Request**

Workflow Requests

**QUT** Queensland University of Technology  
**Access Request Form**

**Cardholder Details** Request Details Validation

Is this form request for: You

**Cardholder Details**

Cardholder\* Doe, Jane  
 Cardholder Type Staff  
 Membership ITS-Enterprise Information Servic  
 Username dooja99  
 Engagement Type STAFF

**Access Point Details**

Activation Date <MM/dd/yyyy> Expiry Date <MM/dd/yyyy>

**Access Levels**

Row	Faculty/Department	Area	Door/Timeframe	
1	Faculty of Health	Health W Block Restricted access	GP W101 STAFF 0700-1700 THURSDAY ONLY	X
2	Chancellery	Learning and Teaching Unit	GP O M E BLOCK CPME STAFF 24/7	X
3			GP CLEANING STAFF PRECINCT 1 *A,D,E,F,G,H,J,R,W,X,P,Y* GP CLEANING STAFF PRECINCT 3 *ALL BUILDINGS* GP CLEANING STAFF PRECINCT 5 * S,Z,U* GP E200 BLDG ENTRY STAFF 24/7 GP E205 PLATFORM LIFT STAFF 24/7 GP E205 STAFF 24/7 GP E205 STAFF PENDING GP O M E BLOCK CPME STAFF 24/7 GP SEF STAFF ACCESS ADMINISTRATIVE 24/7 GP U300A staff 24/7 GP U319 STAFF 24/7 GP U329 staff 24/7 KG CLEANING STAFF PRECINCT 1 *A,C,F,H,K,U* KG CLEANING STAFF PRECINCT 5 *ALL BUILDINGS*	

Search

**Comments**

Reason for Request  
 Additional Information

Add new comment

Add

1. You can request access for yourself, someone else or a group.

2. Click the 'Add' button to request access for multiple areas.

3. Use the search button when you aren't sure of the details of a door.

4. Add additional comments as required.

This window will show when you click the 'Search' button:

#### Search Criteria

Faculty/Department

Area

Door/Timeframe

**Tip 1:** Search for door/timeframe using the first three letters of the faculty/department and/or area.  
Faculty/Department 'QUT Business School' -> enter 'QUT'  
Area 'Economics and Finance' -> enter 'Eco'

**Tip 2:** Follow the example of the below convention name if the search is by access level.  
E.g.: GP V210 UG STUDENT 24/7  
**GP** - Gardens Point Campus  
**V210** - V Block Level 2 Room 210  
**UG STUDENT** - Undergraduate Student  
**24/7** - Access 24 hours a day 7 days a week

Faculty/Department	Area	Door/Timeframe
QUT Business School	Economics and Finance	GP Z800D STAFF 24/7
QUT Business School	Economics and Finance	GP Z800E STAFF 24/7
QUT Business School	Economics and Finance	GP Z850 STAFF 24/7

Enter text into one or more of the 'Search Criteria' fields.

Use % as a wild card.

Under the 'Request Details',

- The 'Optional' area is where you can enter the details of anyone who should receive email communications about the status of this request.

The screenshot shows the 'Access Request' form for Queensland University of Technology (QUT). The 'Request Details' tab is active. The form is divided into three sections: 'Request Information', 'Requestor Information', and 'Optional'. The 'Request Information' section contains 'Request ID' (122865) and 'Request Date' (10/31/2016). The 'Requestor Information' section contains 'Requestor Name' (Doe, Jane) and 'Requestor Email' (j.doe@qut.edu.au). The 'Optional' section has a heading 'Optional: Add an additional contact who may need to receive email communication about the status of this request' and two empty input fields for 'Name' and 'Email'. At the bottom, there are buttons for '< Previous', 'Next >', 'Cancel Request', 'Save', 'Validate', 'Submit', and 'Close'. The 'Submit' button is highlighted with an arrow pointing to it. Three callout boxes with arrows point to specific fields: '5. Request ID' points to the Request ID field, '6. Name and email of additional contact.' points to the Optional Name and Email fields, and '7. Click on 'Submit' to submit your request for approval.' points to the Submit button.

Once the form is complete, click the 'Submit' button. The request will automatically be sent to the appropriate Authorising Officer(s) for approval.

The status of your request will be emailed to you within 10 days.

**For further technical support or assistance,** please contact the IT Helpdesk on 3138 4000.