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.
This window will show when you click the ‘Search’ button:

<table>
<thead>
<tr>
<th>Faculty/Department</th>
<th>Area</th>
<th>Door/Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUT Business School</td>
<td>Economics and Finance</td>
<td>CP 2800D STAFF 24/7</td>
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<td>Economics and Finance</td>
<td>CP 2850 STAFF 24/7</td>
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</tbody>
</table>

**Tip 1:** Search for door/timetable 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. - CP V210 UC STUDENT 24/7
CP – Gardens Point Campus
V210 – V Block Level 2 Room 210
UC STUDENT – Undergraduate Student
24/7 – Access 24 hours a day 7 days a week
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.

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.