

ST – Student After Hours Permit

About

An approved Student After Hours Permit is required for a student to be granted access to University buildings outside of normal business hours. A department may require students to submit their own request forms or the department may choose to create the request on behalf of the student. The request will need to be approved by at least one ESU employee at the department level. The student is required to electronically acknowledge the statements on the form as well as any additional attachments added by the department.

Accessing the Form

A Student After Hours Permit may be requested by any currently enrolled Student or Employee. The form can be accessed in any of these ways:

- 1) Direct Link: <http://bit.ly/29YwA2u>
- 2) OnBase Forms Page: www.emporia.edu/it/onbase/forms.html
- 3) University Forms Page: <http://artemis/files/infopath/default.aspx>
- 4) Within OnBase: New Form Dialog

If prompted to login, enter your normal ESU network/BuzzIn credentials. If you are accessing the form from off the ESU network and/or from a personal device, you may need to enter “esuad\” in front of your userID to specify the domain. (ex: esuad\chornet)

Submitting the Request

When filling out the form, the originator must include the following required fields:

Date Start - The date the After Hours Permit should become effective

Date End - The date the After Hours Permit expires

Student UserID - The UserID of the Student requesting access (ex: chornet)

Building - The Building the student will have access to

Room/Location Info - The Room or Location the student will have access to

Days and Times - The days and times the student is allowed in the building outside of normal hours

Approver UserID: The employee/s that will approve the request NOTE: you must click the “Add” button to insert an approver row

Other fields are available for notes or reason for request.

The originator can also attach additional documentation for the student to acknowledge if required.

Departmental Approval

Once submitted, the form will be routed to the Departmental Approver/s. The Approver may choose to add any comments or attachments they feel the student should be aware of.

Using the Workflow task buttons, the approver will Approve, Deny, or Return the request. NOTE: Return is not an option when the originator is also the student. If denying or returning, a reason must be specified in the appropriate field on the form and Saved before using the task buttons.

Mass Approval

In some situations, an approver might get an After Hours Permit request for every student in the class. Rather than approve each permit one at a time, it can be helpful to approve a group of requests at a time. To mass approve a group of After Hours Permits, hold the Ctrl or Shift key while selecting documents to highlight them in the list. When the Approve task button is clicked, it will apply the approval to all the highlighted forms.

Student Acknowledgement

Once the request is approved, the Student will receive an email notification with a link to the form. Upon clicking the link, the student may be prompted to login using their usual ESU Network/BuzzIn credentials. In some rare cases, the student may need to enter esuad\ in front of their userID to specify the correct domain. (ex: esuad\chornet)
The student is required to acknowledge the statements on the form as well as any attachments. This is done by checking a box on the form and then clicking Save.

After the student's acknowledgement is applied, a confirmation email will be sent to the student. This email will include an HTML copy of the approved form as an attachment to the email. This attachment can be saved or printed to be made available to the ESU Police officer when the student requests access to a building.

Active Permits

After the Student Acknowledges the form, it will enter Active status. An Active Permit is required to gain access to ESU buildings after normal business hours. The Permit will remain active until after the End Date or if it is manually Inactivated by Police and Safety or an Approver. Active Permits can be queried by the ST Status keyword = Active or by looking in the Active/Approved Requests workflow queue. You will only see the forms that you have rights to view.

Police and Safety

Police and Safety will have access to all Student After Hours Permits in OnBase. They will reference these forms when a student requests access to University buildings to verify the access has been approved.

-All Active Student After Hours Permits can be viewed here:

https://esuobweb.emporia.edu/AppNet/docpop/formpop.aspx?KT571_0_0_0=Active&doctypeid=475

-There is also a link in eMPerson8r (mp8.emporia.edu) on the Academic tab that will retrieve forms for a specific student.

The screenshot shows the eMPerson8r interface for a user named Jason Ro. The 'Academic' tab is selected, and the 'Student After Hours Permit' form is displayed. The form includes a 'General' section with a 'View in OnBase' link highlighted by a red box. The form also contains fields for 'Date Start', 'Date End', 'Request Status', and 'Creator UserID'. A note indicates that a new permit is required for each Academic Year. The form is for a student named Jason Ro, with fields for Student ID, Student First Name, and Student Last Name. The permit is for 'CREAM HALL'.

Additional Information

ST Status Keyword

Status Keyword Progression:

In Progress: while in the Originator Queue or in the Dept Approval Queue

Approved: after Departmental Approval, but waiting for Student Acknowledgment

Active: valid permit (approved and acknowledged)

Inactive: permit has expired or has been manually inactivated

Other Possible Status Values:

Returned, Denied, Cancelled

Form Constraints

- The End Date must be equal to or after the current date.
- The End Date can be no more than 365 days in the future; a new permit must be requested each year.
- The person requested the permit must be a currently enrolled student. Employees do not need to submit this form when needing access to buildings after-hours.
- At least one employee must approve the request. This could be the course instructor, the department chair, or any employee with reasonable privileges to grant access to that area.
- Students can originate a form, but they cannot save the form for later.
- If the Student was the originator, the form cannot be returned to originator.