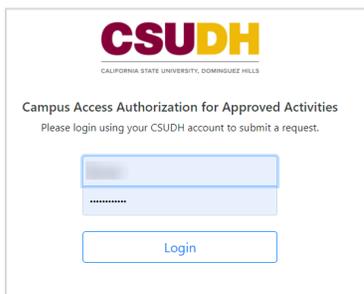


CAMPUS ACCESS AUTHORIZATION FOR APPROVED ACTIVITIES

TEMPORARY RETURN TO CAMPUS REQUEST

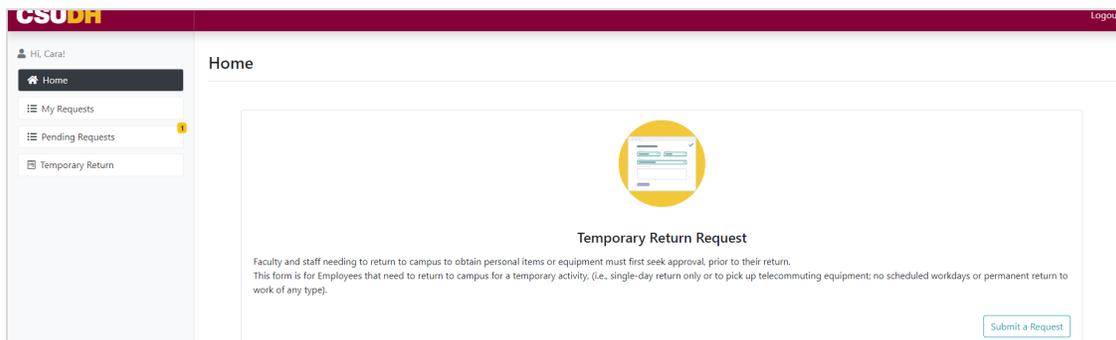
The Temporary Return Request is intended for one day or partial day visit only.

1. Using your campus username and password, log in to <https://return.csudh.edu>



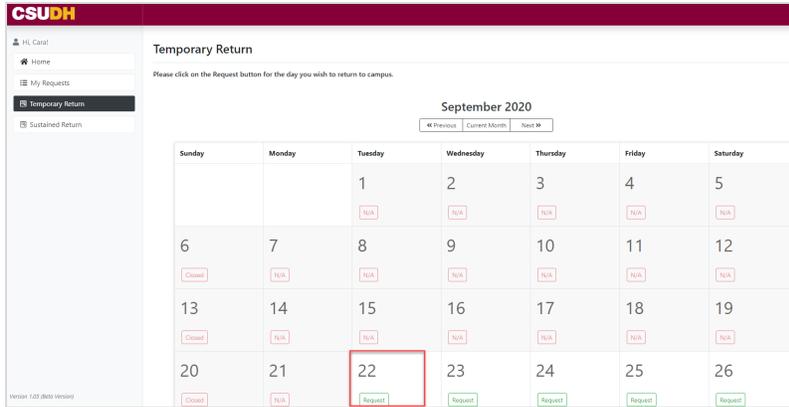
The screenshot shows the login page for the CSUDH Campus Access Authorization system. At the top is the CSUDH logo with the text 'CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS'. Below the logo is the title 'Campus Access Authorization for Approved Activities' and the instruction 'Please login using your CSUDH account to submit a request.' There are two input fields: one for the username and one for the password (masked with dots). A 'Login' button is located below the password field.

2. In the **Temporary Return Request** form click on **Submit a Request** button.

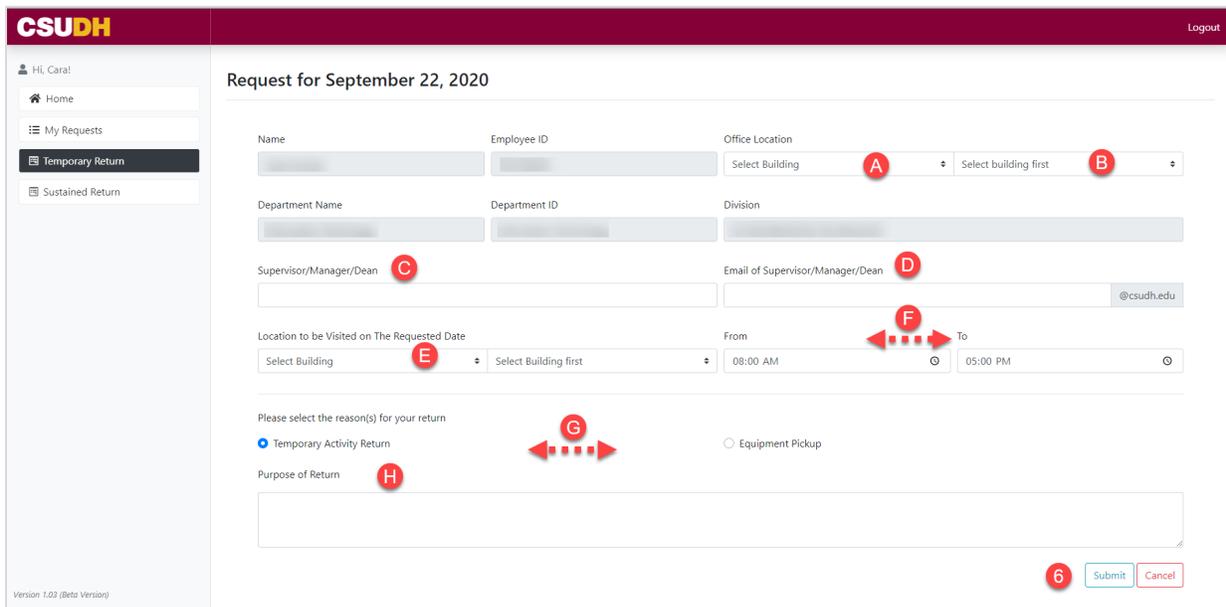


The screenshot shows the CSUDH user interface for the Temporary Return Request form. The top navigation bar includes the CSUDH logo and a 'Logout' link. A sidebar on the left shows the user's name 'Hi, Carol!' and a menu with 'Home', 'My Requests', 'Pending Requests', and 'Temporary Return'. The main content area is titled 'Home' and features a large yellow circular icon with a calendar and a checkmark. Below the icon is the heading 'Temporary Return Request' and a paragraph of text: 'Faculty and staff needing to return to campus to obtain personal items or equipment must first seek approval, prior to their return. This form is for Employees that need to return to campus for a temporary activity, (i.e., single-day return only or to pick up telecommuting equipment; no scheduled workdays or permanent return to work of any type).' A 'Submit a Request' button is located in the bottom right corner of the form area.

3. Review the calendar and select a date that shows Request to schedule the day you want to return to campus.
4. Click on **Request**.



5. The form will pre-populate with your information. Select the following:
 - A. Select **Building**
 - B. Select **Room of your regular Office Location**
 - C. Type in your **Supervisor/Manager/Dean's name**
 - D. Type in **Email of Supervisor/Manager/Dean**
 - E. Select **Location to be Visited** on the Requested Date
 - F. Select **Times** you will be on campus
 - G. Select **Temporary Activity Return** or **Equipment Pickup (from your office)**
 - For **Equipment Pick up**, select all items and Item Asset Tag, if applicable.
 - H. **Purpose of Return** – provide details for the reason you are temporarily returning to campus
6. Click **Submit**.
 - a. Your request will be routed to your manager and then to Risk Management for approval.



Please select the reason(s) for your return

Temporary Activity Return

Equipment Pickup G

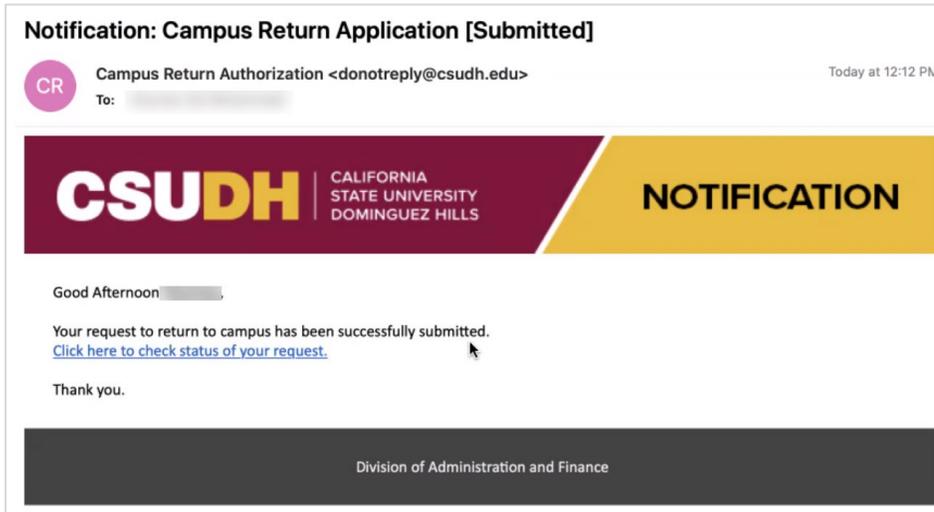
Equipment Pickup

<input type="checkbox"/> Webcam	<input type="checkbox"/> General office supplies	<input type="checkbox"/> Mouse	<input type="checkbox"/> Anti-slip mat
<input checked="" type="checkbox"/> Keyboard	<input type="checkbox"/> Footrest	<input type="checkbox"/> Keyboard wrist pad	<input type="checkbox"/> Chair
<input type="checkbox"/> Monitor(s)			

APPROVAL PROCESS

1. Each request will be routed for approval to 1) manager/MPP and then 2) Risk Management for a final approval.
2. Email communication will be sent at each approval juncture.

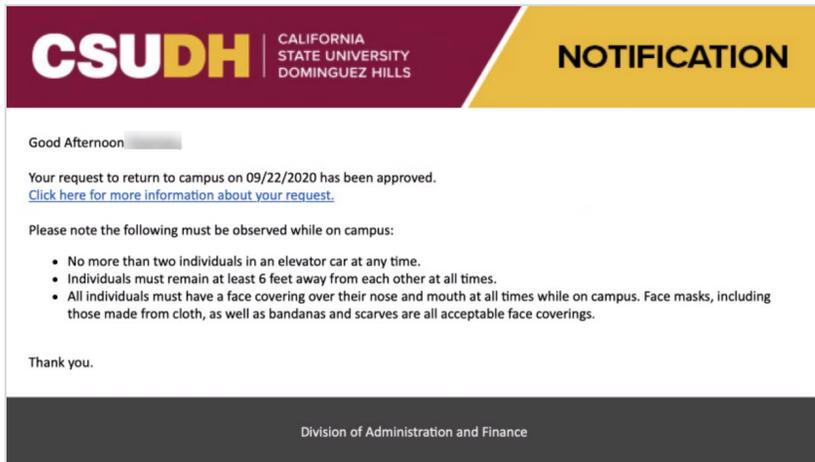
Please do not return to campus prior to receiving the approval email.



Please do not return to campus prior to receiving the approval email.

APPROVAL TO VISIT CAMPUS

1. Once a visit is approved, you and your manager will receive an approval email. Please do not return to campus prior to receiving the approval email.



MY REQUESTS

1. You can log in and check the status of your requests under **My Requests**.

The screenshot shows the 'My Requests' page in the CSUDH system. The interface includes a sidebar with navigation links: Home, My Requests (selected), Pending Requests (with a notification badge), and Temporary Return. The main content area is titled 'My Requests' and contains a table with the following data:

Req. ID	Req. Date	Name	Building	Room	Time Frame	Manager	Reason	Status
[Redacted]	2020-09-08	[Redacted]	[Redacted]	[Redacted]	08:00 - 17:00	[Redacted]	Temporary Activity Return	Approved more
[Redacted]	2020-09-22	[Redacted]	[Redacted]	[Redacted]	08:00 - 17:00	[Redacted]	Equipment Pickup	Pending more
[Redacted]	2020-09-22	[Redacted]	[Redacted]	[Redacted]	08:00 - 17:00	[Redacted]	Equipment Pickup	Pending more