CAMPUS RETURN PORTAL TEMPORARY RETURN TO CAMPUS REQUEST

• IMPORTANT:

The Temporary Return Request is intended for faculty and staff who 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.

- To allow adequate time for processing, all requests must be submitted at least 48 hours (business days) prior to the requested return date. Requests that do not meet this requirement will be denied.
- 1. Using your campus username and password, log in to https://return.csudh.edu/



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

CSUDH			Log		
🚨 Hi, Cara!	Home				
🕐 Home					
I≣ My Requests					
I≣ Pending Requests					
🗎 Calendar View					
🗠 Report					
I All Requests					
🖽 Temporary Return		Temporary Return Request	Sustained Return Request		
Sustained Return		first seek approval, prior to their return.	Please refer to the CSD Policy, Procedure, and Considerations for 2020-21 Academic rear Planning in the Context of COVID-19" before completing this form.		
🍪 Admin Panel		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	approval of the university president. This process excludes employees who need to return to		
		permanent return to work of any type).	campus for a temporary activity, (i.e., single day return only or to pick up telecommuting equipment).		
		▲ To allow adequate time for processing, all requests must be submitted at least 48 hours (business days) prior to the requested return date. Requests that do not meet this requirement will be denied.			
		Submit a Request	Submit a Request		

- 3. Review the calendar and select any date that shows (the green) Request to schedule button for the day you want to return to campus.
- 4. Click on Request.



CSUDH								
🚔 Hi, Cara!	Temporary Return							
Home	Please click on the Request	Please click on the Request button for the day you wish to return to campus.						
Sustained Return	September 2020 @nume [curred blank]							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1	2	3	4	5	
			N/A		N/A			
	6	7	8	9	10	11	12	
	Closed							
	13	14	15	16	17	18	19	
	Closed							
	20	21	22	23	24	25	26	
Version 1.03 (Beta Version)	Closed	N/A	Request	Request	Request	Request	Request	

5. The Temporary Request form will pre-populate **with your information**, but you will need to complete the following fields:

Temporary Return							
Request for 🗎 03/31/2021							
	Name	Employee ID		Office Location		A	
				WELCH HALL	✓ ≎	Select Room	\$
	Department Name	Department ID		Division			
		Information Technology		VP INFORMATION TECHNOLOGY			
	User ID of Supervisor/Manager/Dean			Supervisor/Manager/Dean			
в		×	@csudh.edu				
0	Location to be Visited on The Requested Date	From	D	То			
	Select Building \$	Select Building First	\$	Please select	٠	Please select	\$
	Please select the reason for your return						
	• Temporary Activity Return	•••••		O Equipment Pickup			
	Purpose of Return	-	-				
							Submit Cancel

- A. Office Location:
 - Select Building, then Select Room
- B. User ID of Supervisor/Manager/Dean
 - Type in your Supervisor/Manager/Dean's username
 - Manager's First Name, Last Name will automatically fill
- C. Select Location to be Visited on the Requested Date
- D. Select Times you will be on campus
- E. Select the reason for your return: **Temporary Activity Return** or **Equipment Pickup (from your office)**
 - For **Temporary Activity Return**, complete the **Purpose of Return** field and provide details for the reason you are temporarily returning to campus.



Please select the reason for your return Temporary Activity Return Purpose of Return	O Equipment Pickup
	Submit Cancel

• For **Equipment Pick up**, select all items and **Item Asset Tag**, if applicable. Please Note: If you select **Monitor(s)** in Equipment Pickup, you will need to specify the number of monitors. For **Other**, please specify what you will be picking up.

Please select the reason for your return O Temporary Activity Return Equipment Pickup	0	Equipment Pickup	
Webcam	General office supplies	Mouse	Anti-slip mat
Keyboard	Footrest	Keyboard wrist pad	Chair
Monitor(s)		Other	
Item Asset Tag If Applicable			

- 6. Click Submit.
 - a. Your request will be routed to your manager and then to Risk Management for approval.

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.

Notification: Campus Return Application [Submitted]	
Campus Return Authorization <donotreply@csudh.edu> To:</donotreply@csudh.edu>	Today at 12:12 PM
CSUDH CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS	NOTIFICATION
Good Afternoon	
Your request to return to campus has been successfully submitted. Click here to check status of your request.	
Thank you.	
Division of Administration and Finance	

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.

CSUDH CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS NOTIFICATION
Good Afternoon Your request to return to campus on 09/22/2020 has been approved. Click here for more information about your request. Please note the following must be observed while on campus: • No more than two individuals in an elevator car at any time. • Individuals must remain at least 6 feet away from each other at all times. • All individuals must have a face covering over their nose and mouth at all times while on campus. Face masks, including those made from cloth, as well as bandanas and scarves are all acceptable face coverings. Thank you.
Division of Administration and Finance



MY REQUESTS

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

CSUDH							Logo
<u>•</u>	My Requests						
😭 Home	my requests						
I≡ My Requests							
i≡ Pending Requests	Request ID	Request Date	Requester	Details	Reason	Status	
菌 Calendar View	S604fc5c6bd063	03/15/2021		Manager: 📃 LIB, 1134-A	Equipment Pickup	Pending Withdraw	
M Report							

REQUEST WITHDRAWAL

You have the option of withdrawing a request once it has been submitted, BEFORE approval. Once the request has been approved, you can no longer withdraw it.

- 1. In the left navigation menu, click on **My Request**s.
- 2. Click on the **Withdraw** button.
- 3. Click **Delete**.

	Request Withdrawal ×
	Are you sure you want to withdraw this request?
st	This request will be withdrawn immediately. You cannot undo this action.
2	Delete Cancel