

CAMPUS RETURN PORTAL

TEMPORARY RETURN TO CAMPUS REQUEST

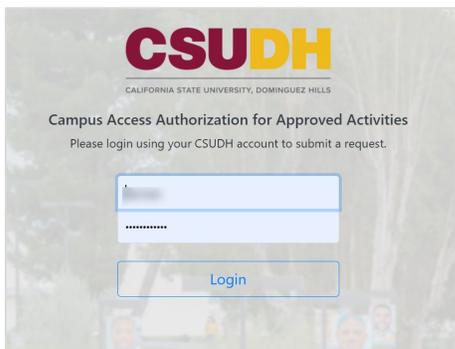
- **IMPORTANT:**

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.)

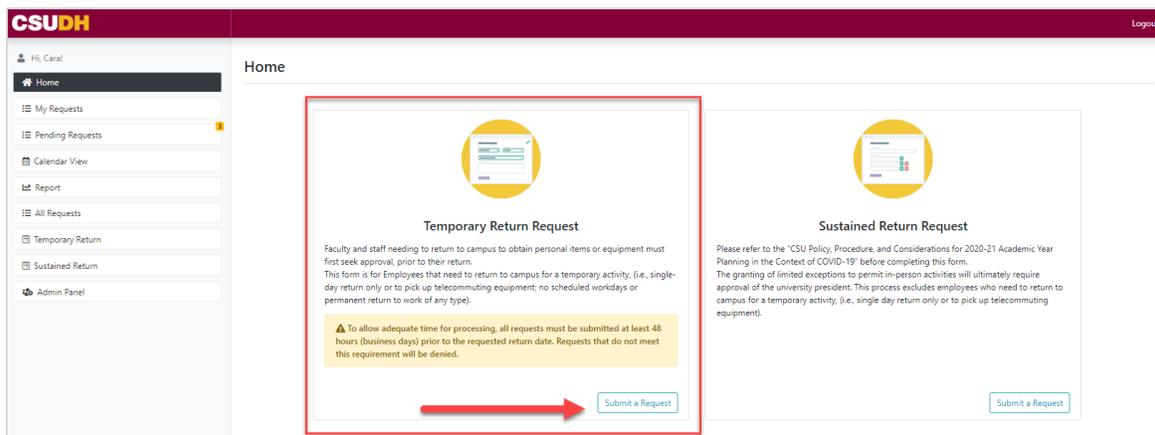
No scheduled workdays or permanent return to work of any type.

- 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.

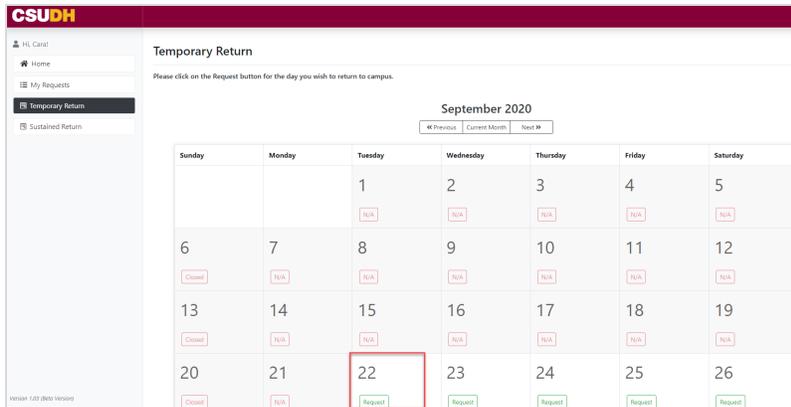
1. Using your campus username and password, log in to <https://return.csudh.edu/>



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



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**.



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

- 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.

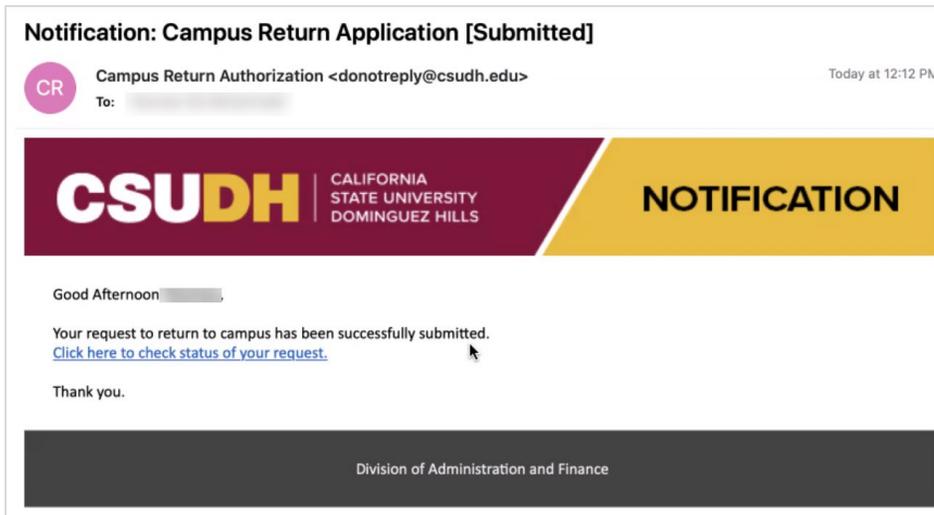
- For **Equipment Pick up**, select all items and **Item Asset Tag**, if applicable.
Please Note: If you select **Monitor(s)** in Equipment Pickup, you will need to specify the number of monitors. For **Other**, please specify what you will be picking up.

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.

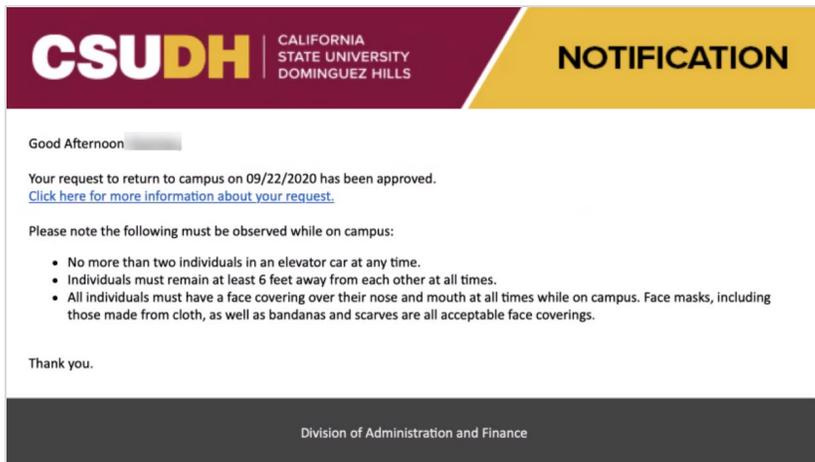
- **Please do not return to campus prior to receiving the approval email.**



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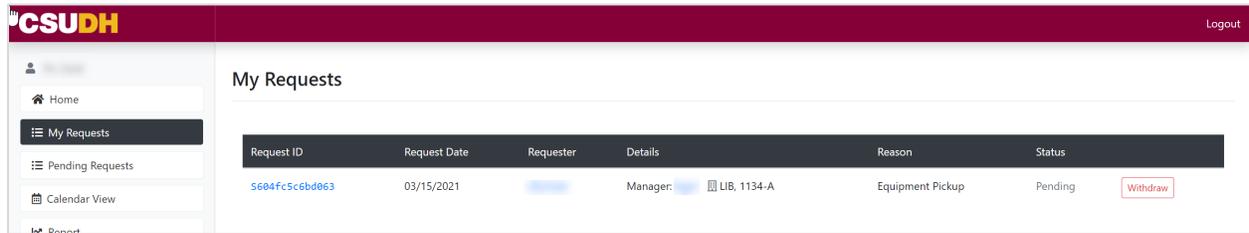
APPROVAL TO VISIT CAMPUS

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**.



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 Requests**.
2. Click on the **Withdraw** button.
3. Click **Delete**.

