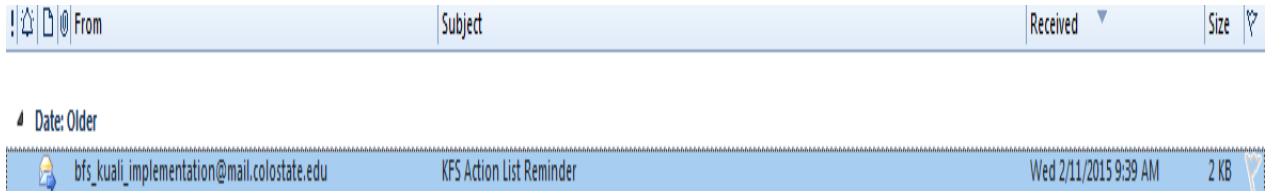
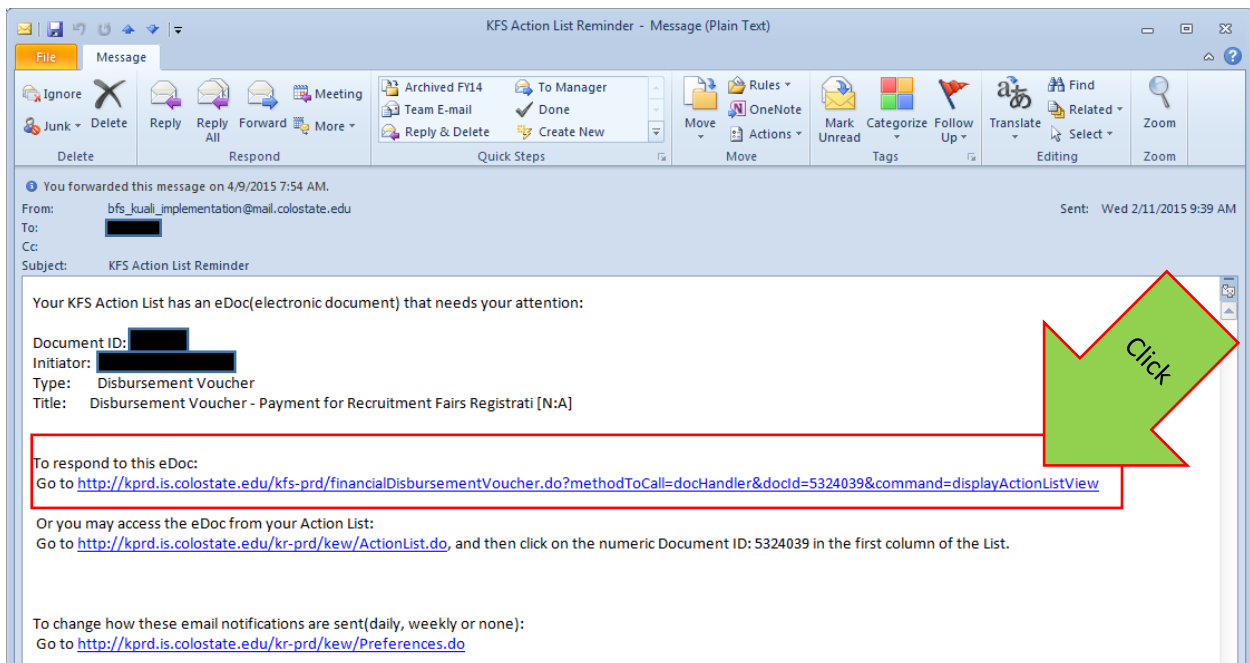


## Guide for Department Higher Authorities to approve

When a document is in the Department Higher Authority's (DHA) action list for their approval, they will receive an email from [bfs\\_kuali\\_implementation@mail.colostate.edu](mailto:bfs_kuali_implementation@mail.colostate.edu) with subject line: KFS Action List Reminder.



Once you open the email, follow the steps below:



NOTE: If you are logging in remotely, skip to page 5.

Colorado State University

## INFORMATION SYSTEMS DEPARTMENT

**CHOOSE YOUR CAMPUS:**

Use a suggested selection:

**Click** → Colorado State University

Colorado State University Pueblo

Or enter your organization's name

Continue Help

Allow me to pick from a list

[Contact CSU](#) | [Disclaimer](#) | [Equal Opportunity](#) | [Privacy Statement](#)  
 Colorado State University, Fort Collins, CO 80523 USA  
 2005 Colorado State University

Authentication Required

Colorado State University

### Login

You are logging into the following service with your eID:

kprd.is.colostate.edu

eName:

ePassword:

Login

**Important!**

#### Logging Out of Your Session

- This is a **single sign-on** authentication.
- Your CSU **session remains active after log out** from a service **until you close your browser**.
- **Completely exit your web browser when finished.**

#### Need Password Help?

##### Students, Faculty, Staff

- [eID Forgotten Password Help](#)
- Students contact the Registrar's Office at (970) 491-4860
- Faculty/Staff contact Human Resources at (970) 491-6947

##### Library Community Patrons

- [Community ID Password Recovery](#)
- Loan & Reserve Desk (970) 491-1842

**Enter your existing log in info** →

Travel Reimbursement

Initiator: tbedan@colostate.edu Created: 11:17 AM 11/08/2019  
 TEM Doc #: T-118593 TR Status: Awaiting Traveler

EXPAND ALL COLLAPSE ALL

Scroll down

DOCUMENT OVERVIEW

OVERVIEW

\* Description: DeMint, Christopher James 11/07/2019 AD  
 Organization Document Number: T-118593

FINANCIAL DOCUMENT DETAIL

\* Bank Code: 02 GENERAL DISBURSEMENTS Total Amount: 78.00

ACTUAL EXPENSES

ACTUAL EXPENSES

\* All fields required if section is used

* Expense Date	* Expense Type Code	Company Name	Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
11/07/2019	Mileage 2WD			No	No	No	N/A	78.00	

Notes:

ACTUAL EXPENSES DETAILS - MILEAGE 2WD

* Expense Date	* Expense Type Code	Miles	Rate	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Actions
11/07/2019	Mileage 2WD	150	0.52	78.00	78.00	No	No	N/A	

IMPORTED EXPENSES

Check Travel date and expense

Scroll down

ACCOUNTING LINES

SOURCE

HIDE DETAILS

* CHART	* ACCOUNT	SUB-OBJECT	PROJECT	ORG REF ID	* EXPENSE SOURCE	* AMOUNT	ACTIONS
CO Colorado State University	1356540 Accounts Payable					0.00	
CO Colorado State University	1356540 Accounts Payable	6007 In State Employee Travel...			OUT OF POCKET	78.00	

Line Description

TOTAL: 78.00


Check Account Number

NOTES AND ATTACHMENTS (1)

\*Note Text:

Attachment:  ADD

[Remove Attachment](#)

	POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	ATTACHMENT TYPE	NOTIFICATION RECIPIENT	ACTIONS
1	11/08/2019 11:24 AM	Bedan, Terri L	backup	 Swaro_email KFS upgrade.pdf (100 KB, application/pdf)		<input type="text"/>	<span>DELETE</span> <span>Send</span>

AD HOC RECIPIENTS ▼

ROUTE LOG ▼

Calculate Send AdHoc Requests Save Reload Approve Disapprove Close Copy

Attachment must be in pdf & include relevant info

ATTACHED FILE

Click (if correct)

DONE!

How to approve from off campus (remotely):

You will receive the same email as on page 1, but to approve your travel remotely go to <http://secure.colostate.edu>. From there log in with your CSU credentials.

Once logged in click on Campus Administrative Portal (CAP).

Welcome to the Secure Access SSL VPN, epillsbu.

**Web Bookmarks**

- Videoplay  
REQUIRES the use of Secure Application Manager for Windows, or Network Connect for Mac or Linux (click START and let that application launch). Then click this web shortcut to launch the video catalog page of CSU mediasite.
- CSU Libraries
- CSU homepage
- Google Apps Login
- ARIESweb
- Campus Administrative Portal (CAP)**
- Conflict of Interest (COI)

**Files**

You don't have any files bookmarked.

**Terminal Sessions**

BFS 81

**Client Application Sessions**

Junos Pulse Start

Colorado State University

## Administrative Applications and Resources

Home Reporting Research

### Welcome to AAR (CAP Replacement)

AAR is designed to provide links to the administrative applications supported by the Information Systems Department. All available applications are accessed using the region on the right side of the page. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general Information Systems related questions, suggestions or issues. The Help Desk is monitored from 7:45 - 16:15 Mon-Fri. You can also send email to [is\\_help\\_admin@mail.colostate.edu](mailto:is_help_admin@mail.colostate.edu). We welcome your comments.

You may access the AAR page from the CSU A-Z Web Directory. To create AAR as a Favorite (Bookmark) for access from on campus, use this page. In the interim after February 19, 2016 if you access CAP, you will be automatically redirected to the AAR page. To access the AAR web page from off campus, please use the URL <https://secure.colostate.edu> and select the AAR menu item.

### Tax-deferred income

#### Quick Links

- Human Resources
- Kuali Financial System (KFS)**
- ARIES (not ARIESweb)
- ARIESweb
- Time Clock
- FAMIS Self-Service
- Vista Plus

#### Applications

- Applications Manager
- Data Access Request
- Discoverer Plus
- Conflict of Interest
- Talent Management System

Colorado State University

## INFORMATION SYSTEMS DEPARTMENT

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Colorado State University Pueblo

Or enter your organization's name

[Help](#)

[Allow me to pick from a list](#)

[Contact CSU](#) | [Disclaimer](#) | [Equal Opportunity](#) | [Privacy Statement](#)  
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TR Status: Awaiting Traveler

EXPAND ALL COLLAPSE ALL

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Explanation:  
Organization Document Number: T-118593

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Total Amount: 78.00

ACTUAL EXPENSES

ACTUAL EXPENSES

\* All fields required if section is used

* Expense Date	* Expense Type Code	Company Name	Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
11/07/2019	Mileage 2WD		1	No	No	No	N/A	78.00	

Notes:

1 ACTUAL EXPENSES DETAILS - MILEAGE 2WD -

* Expense Date	* Expense Type Code	Miles	Rate	* Expense Amount	\$US	Non-Reimbursable	Taxable	Missing Receipt	Actions
1 11/07/2019	Mileage 2WD	150	0.52	78.00	78.00	No	No	N/A	

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ACCOUNTING LINES

SOURCE

HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	AMOUNT	SUB-OBJECT	PROJECT	ORG REF ID	* EXPENSE SOURCE	* AMOUNT	ACTIONS
CO	1356540	6007	0.00	In State Employee Travel...					
CO	1356540	6007	78.00	In State Employee Travel...			OUT OF POCKET	78.00	


Line Description

TOTAL: 78.00

Check Account Number



Notes and Attachments (1) hide

Notes and Attachments							
	Posted Timestamp	Author	* Note Text	Attached File	Document	Notification Recipient	Actions
add:							<input type="button" value="add"/>
1	04/21/2015 08:56 AM	Ryan, David Patrick	backup	 TV201933.pdf (2 MB, application/pdf)	Receipt	<input type="text"/>	<input type="button" value="send"/>

Ad Hoc Recipients show

Route Log show

100%

Attachment must be in pdf & include relevant info

Click (if correct)

DONE!