

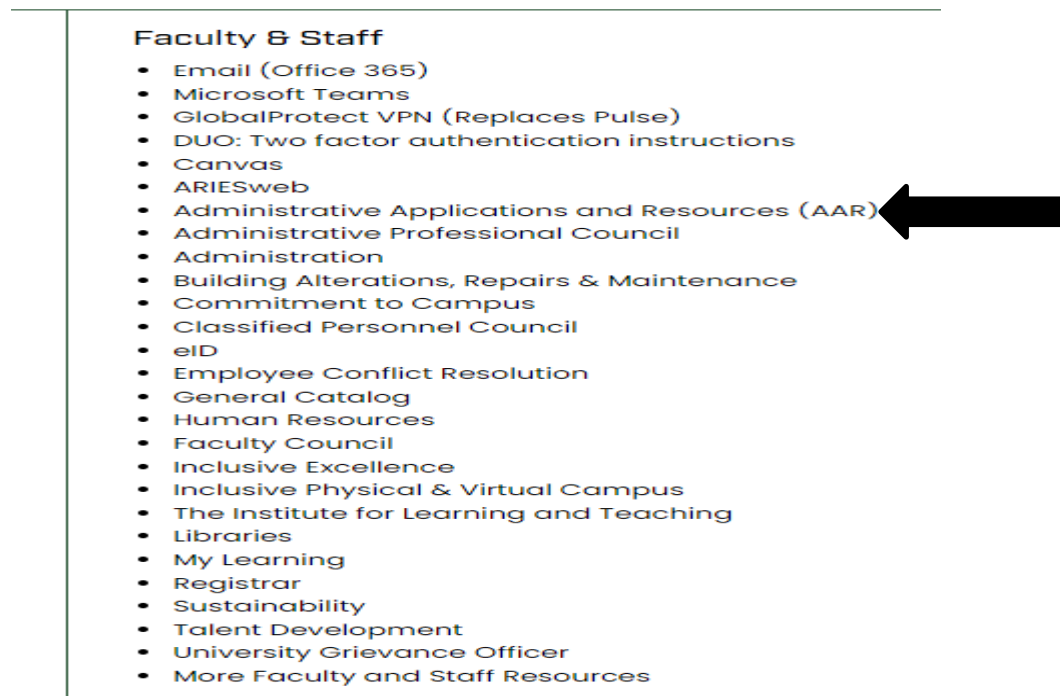
## Guide for Travel Arrangers to find eName

Travel Arrangers can help travelers finding their eName by using the following steps, starting with CSU website, home page:

Click On RESOURCES



Click on [Administrative Applications and Resources \(AAR\)](#)



Click on Kualī Financial System (KFS)

**Application Systems**

- Admin Tools
- Applications Manager
- Banner Administrative Pages
- ARIESweb
- Conflict of Interest (COI)
- Data Access Request (ODS Access)
- Effort Reporting (ecrt)
- Electronic Forms
- Human Resources Portal
- I-9 and New Hire Paperwork (Equifax)
- Kualī Financial System (KFS)**
- Kualī Research (KR)

Click on your campus

**kuali**

Select Campus

- CSU Fort Collins
- CSU Pueblo

Enter your existing login information

**NetID Login**  
Log in to Kualī SaaS

**kuali**  
Kualī Software as a Service

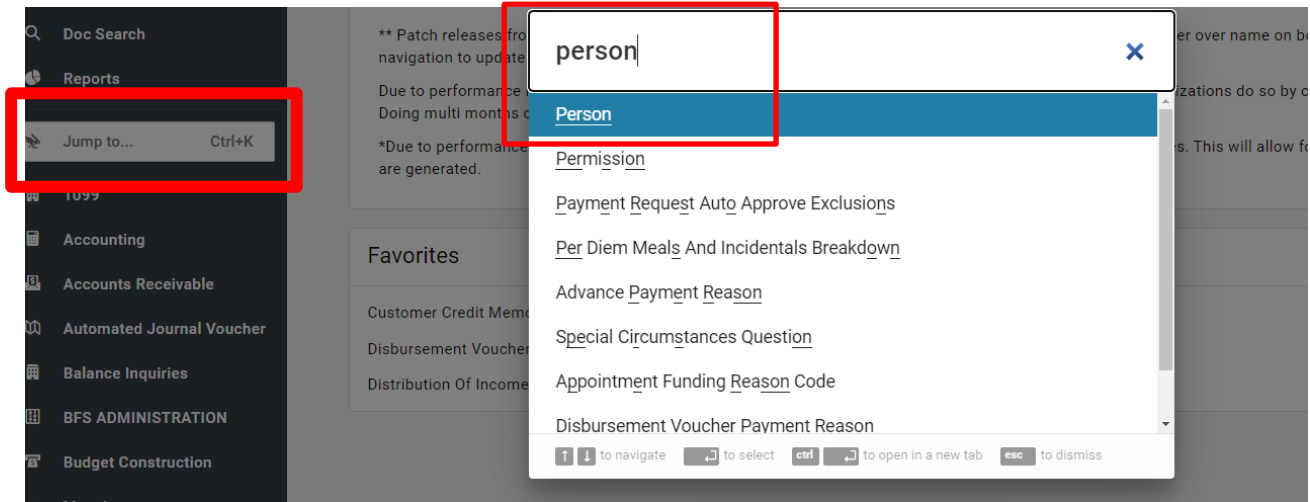
NetID:

Password:

Disable Single Sign-On for this session

Login

Click on the Jump to box and type Person and then click on Person



Enter person's first name\* and last name\* and click Search

Person Lookup

Search Criteria ?

Principal Name	Principal ID
<input type="text"/>	<input type="text"/>
Entity ID	First Name
<input type="text"/>	<input type="text" value="william*"/>
Middle Name	Last Name
<input type="text"/>	<input type="text" value="doe*"/>
Email Address	Employee ID
<input type="text"/>	<input type="text"/>
Primary Department Code	Status
<input type="text"/>	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> All
Role Namespace Code	Role Name
<input type="text"/>	<input type="text"/>
Affiliation Type	
<input type="text"/>	

Cancel Search

Traveler's eName is the part before "@colostate.edu." For example, William W Doe's eName is **bdoe.**

### Search Results

1-1 of 1

PRINCIPAL ID	PRINCIPAL NAME	NAME	ENTITY ID	CAMPUS CODE	P C
823019814	<a href="mailto:bdoe@colostate.edu">bdoe@colostate.edu</a>	Doe, William W	5876	MC	C