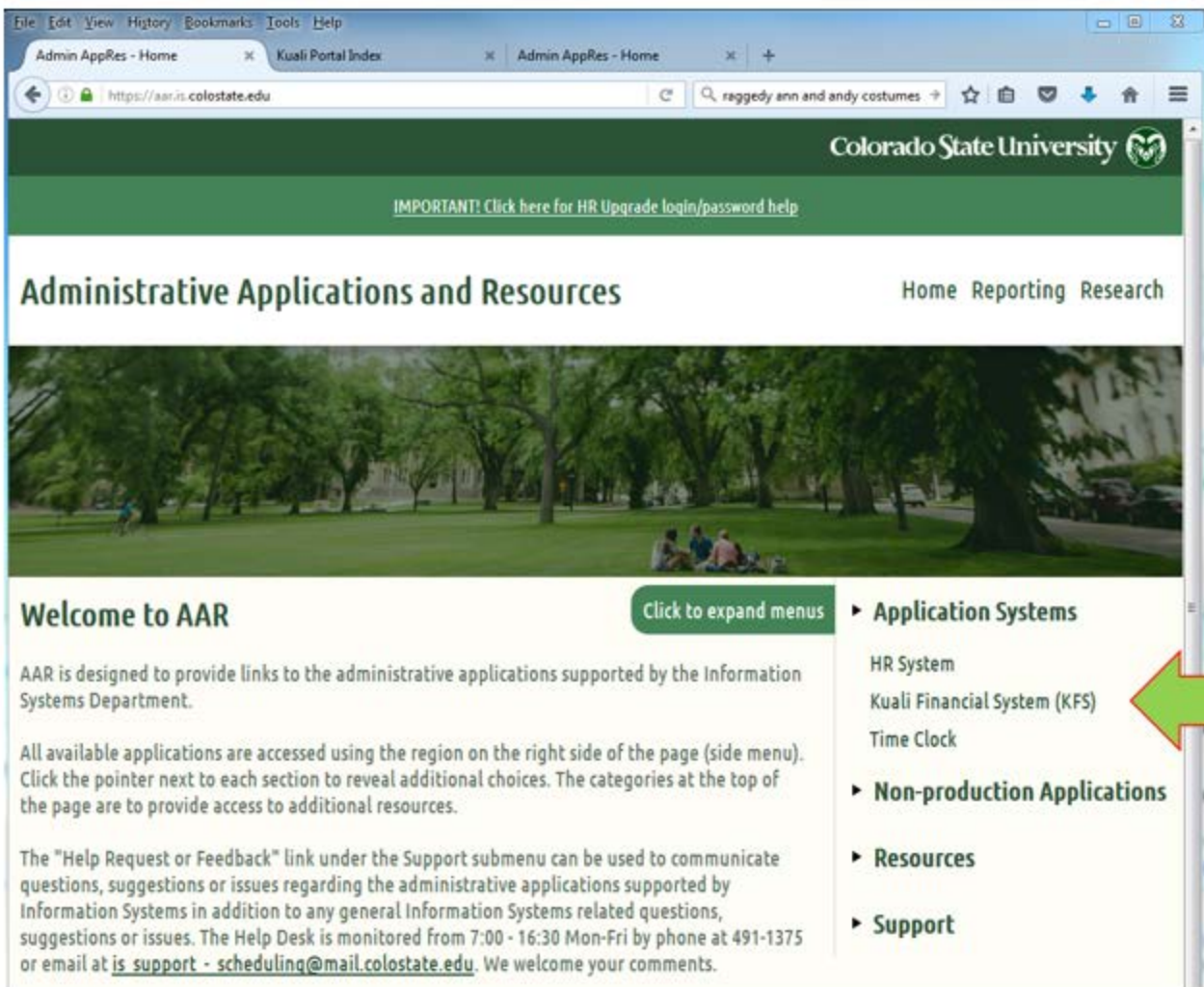


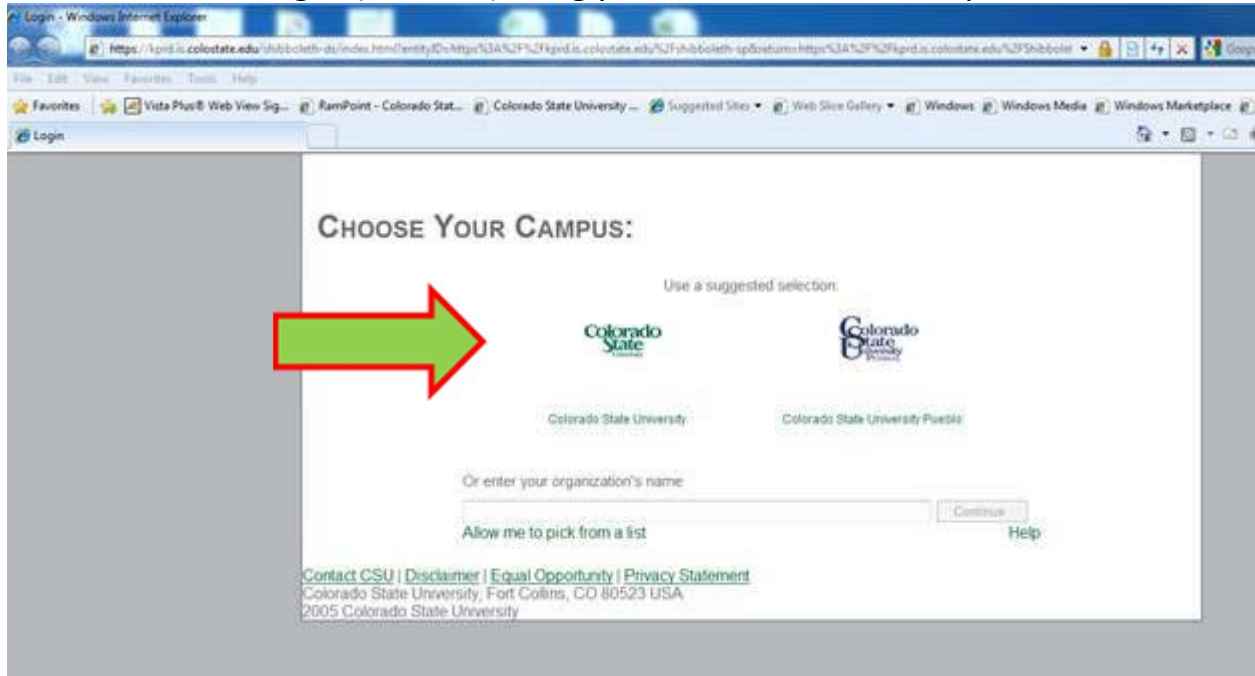
OFF-CAMPUS TRAVELER LOG-IN AND SIGNING/APPROVING INSTRUCTIONS

When you have a travel document to sign, you will receive an e-mail notification from bfs_kuali_implementation@mail.colostate.edu with the subject line: KFS Action List Reminder. Because you are off campus the directions on the e-mail do not apply. You will need to

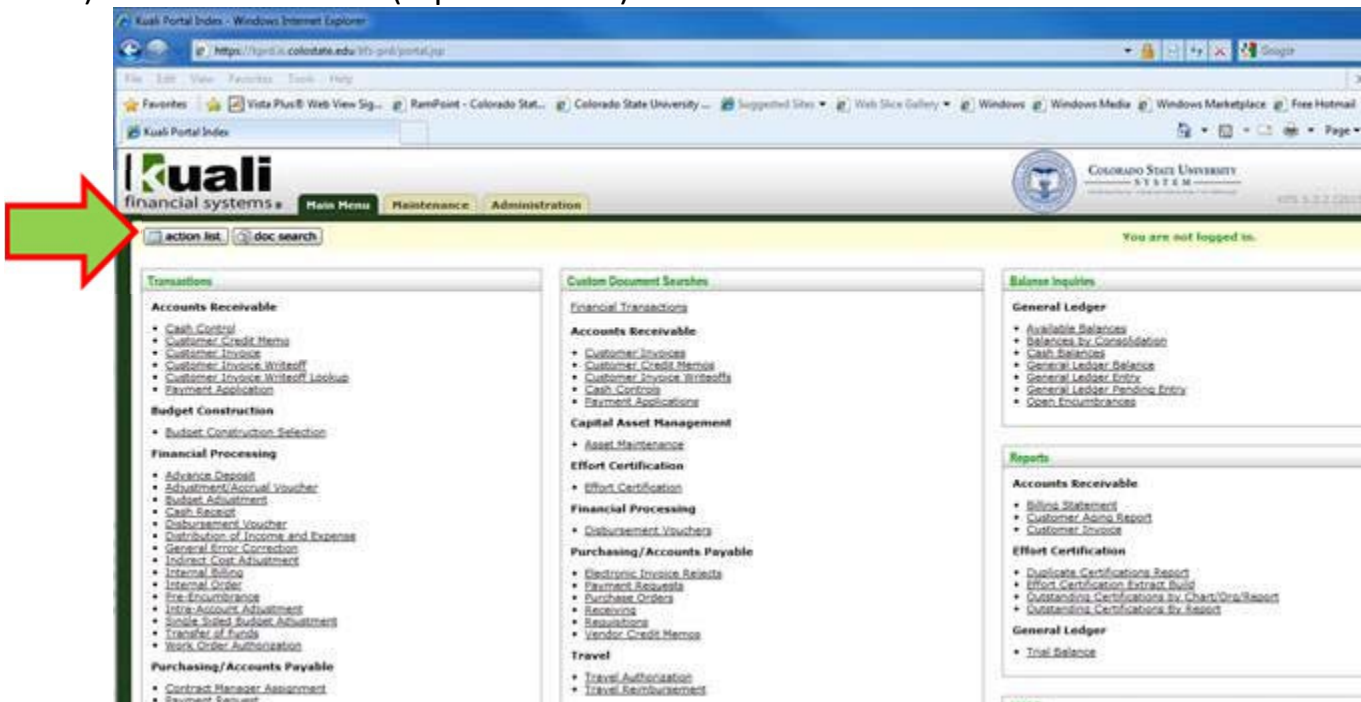
- 1) Go to <https://secure.colostate.edu>
- 2) If you get a pop-up saying “This site’s security certificate is not trusted” click on “proceed anyway”
- 3) Log in to CSU’s secure site using your CSU username and password
- 4) Go to Web Bookmarks (or your computer/phone may take you there without a prompt)
- 5) Go to Go to Administrative Applications and Resources (AAR)
- 6) Go to Kuali Financial system (KFS) under Links on right-hand side of page



7) Click on CSU and log in (AGAIN!!) using your CSU username and password



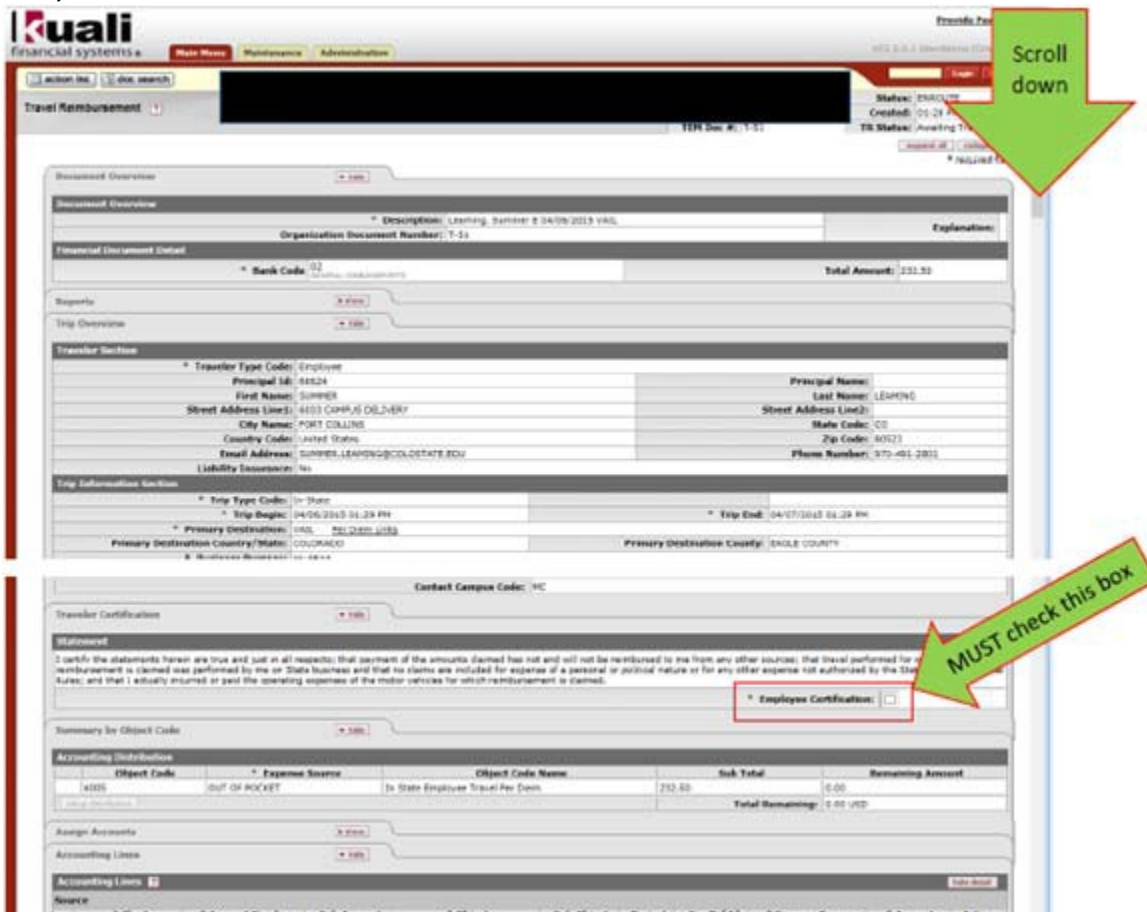
8) Click on action list (top left corner)



9) Open your travel document by clicking on the ID number



10) Check the traveler certification



- 11) Review the attachment (click on icon) for easy reading of expenses. Click on the approve button for submission. Contact Sue Sidinger prior to approving if you have questions on expenses listed on the attachment. 970-491-7950
susan.sidinger@colostate.edu



DONE!