OFF-CAMPUS DHA (supervisor/PI) LOG-IN AND SIGNING/APPROVING INSTRUCTIONS

You will receive an e-mail notification from bfs_kuali_implementation@mail.colostate.edu when you have a travel document to sign. 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 Campus Administrative Portal (CAP)
6) Log in using your CSU username and password

7) Go to Kuali Financial system (KFS) under Links on right-hand side of page
8) Click on CSU and log in (AGAIN!!) using your CSU username and password

[Image of the CSU login page]

[Image of the CSU authentication required page]

Enter your existing log in info
9) Click on action list (top left corner)

10) Open your travel document by clicking on the ID number
11) Check the amount and account number
12) Review 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