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 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.
<table>
<thead>
<tr>
<th>Portal Timestamp</th>
<th>Author</th>
<th>Note Text</th>
<th>Attached File</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/24/2016 09:05 AM</td>
<td>Ryan, David</td>
<td>backup</td>
<td>T/Y2019123.pdf [2 MB, application/pdf]</td>
</tr>
</tbody>
</table>

**DONE!**

- **Attachment:** must be in pdf & include relevant info
- **Click if correct!**
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](http://secure.colostate.edu). From there log in with your CSU credentials.

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

Enter your existing log in info
DONE!

Attachment must be in pdf & include relevant info.

Click if correct.