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:

To respond to this eDoc:
Go to http://kprid.is.colostate.edu/kprid/FinancialDisbursementVoucher.do?methodToCall=doAction&docId=5324039&command=displayActionListView

Or you may access the eDoc from your Action List:
Go to http://kprid.is.colostate.edu/kprid/kew/ActionList.do, and then click on the numeric Document ID: 5324039 in the first column of the List.

To change how these email notifications are sent (daily, weekly or none):
Go to http://kprid.is.colostate.edu/kprid/kew/Preferences.do
Click on your campus

Enter your existing login information
ACTUAL EXPENSES

- Expense Date: 11/07/2019
- Expense Type Code: Mileage 2WD
- Non-Reimbursable: No
- Taxable: No
- Receipt Required: No
- Missing Receipt: N/A

TOTAL: 78.00

ACCOUNTING LINES

- Source: CD 1336548
- Account: Colorado State University Accounts Payable

TOTAL: 78.00

03/15/2024
Attachment must be in pdf & include relevant info.

Click (if correct)
How to Approve from off campus (remotely):

To approve documents when away from campus you will need to access secure.colostate.edu. To do this will need to sign in using two-factor authentication.

If you have not enrolled in two-factor authentication this will need to be done before travel documents can be approved from off campus. These links below provided by ACNS contain additional information as well as instructions on how to enroll and sign in to secure.colostate.edu.

- **Frequently Asked Questions**

- **User Guides:**
  - Enroll in Two Factor Authentication
  - Register and Activate Mobile App
  - Use Mobile Authentication
  - Using Pulse Secure to Connect
  - Register a Phone Number
  - Using Duo to Call a Phone Number
  - Using Hardware Tokens (Key FOB)

Once you have logged in through the two-factor authentication, follow the instructions above to log in and approve the TA.