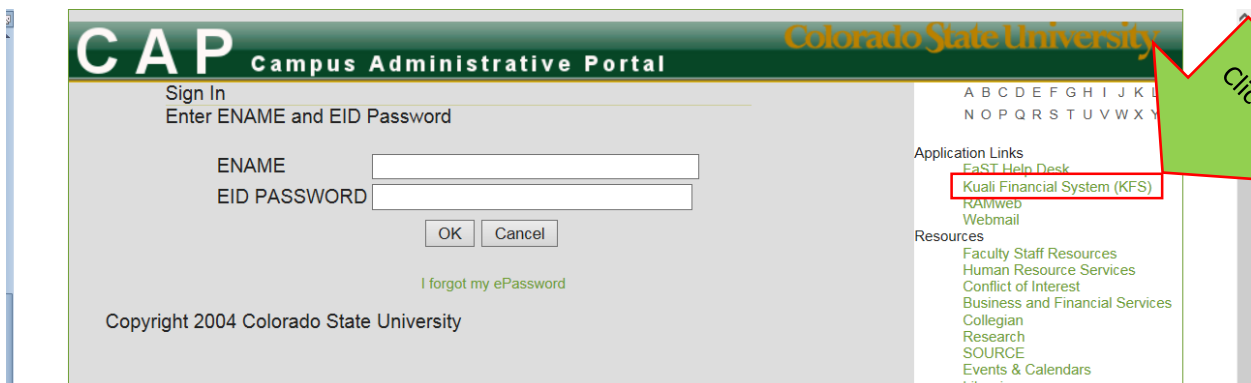
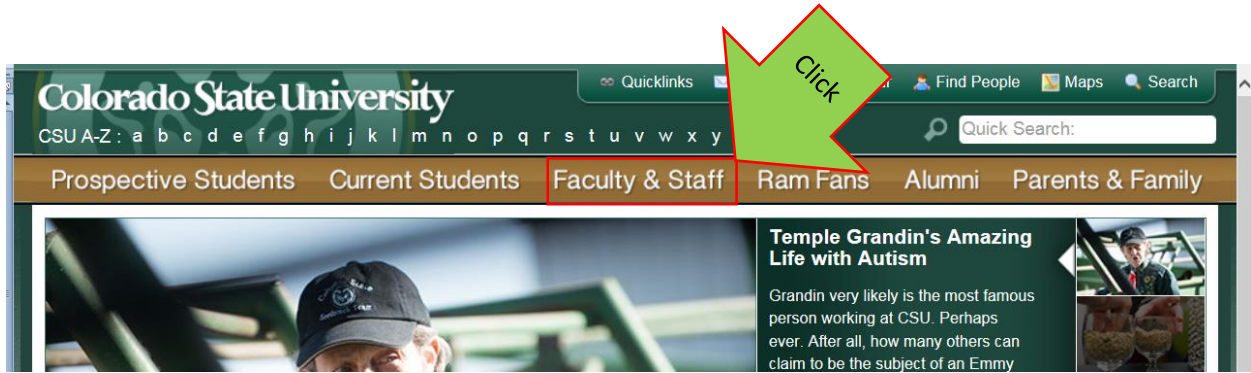


## Guide for Travel Arrangers to find eName

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





# INFORMATION SYSTEMS DEPARTMENT

**CHOOSE YOUR CAMPUS:**

Use a  selection:



[Colorado State University](#)



Colorado State University Pueblo

Or enter your organization's name

**Authentication Required**
**Colorado State University**

### Login

You are logging into the following service with your eID:

kprd.is.colostate.edu

eName:

ePassword:

Enter your existing log in info

**Important!**

**Logging Out of Your Session**

- This is a **single sign-on** authentication.
- Your CSU **session remains active after log out** from a service **until you close your browser**.
- **Completely exit your web browser when finished.**

**Need Password Help?**

**Students, Faculty, Staff**

- [eID Forgotten Password Help](#)
- Students contact the Registrar's Office at (970) 491-4860
- Faculty/Staff contact Human Resources at (970) 491-6947

https://kprd.is.colostate.edu/ - Kuali Portal Index - Windows Internet Explorer

**Kualifinancial systems** Main Menu Maintenance **Administration** COLORADO STATE UNIVERSITY SYSTEM Provide Feedback KFS 5.0.3 (20141203-Prod) (Oracle9i)

action list doc search

**Transactions**

**Budget Construction**

- Budget Construction Selection

**Financial Processing**

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Disbursement Voucher
- Distribution of Income and Expense

**Custom Document Searches**

Financial Transactions

**Capital Asset Management**

- Asset Maintenance

**Financial Processing**

- Disbursement Vouchers


**Purchasing/Accounts Payable**

- Electronic Invoice Relects

**Balance Inquiries**

**General Ledger**

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances



https://kprd.is.colostate.edu/?selectedTab=administration - Kuali Portal Index - Windows Internet Explorer

**Kualifinancial systems** Main Menu Maintenance **Administration** COLORADO STATE UNIVERSITY SYSTEM Provide Feedback KFS 5.0.3 (20141203-Prod) (Oracle9i)

action Logout

**System**

**Identity**

- Person**
- Group
- Role
- Permission
- Responsibility

**Locations**

- Campus
- Country
- County
- Postal Code
- State

**Configuration**

**KFS**

- Data Mapping Field Definition
- Functional Field Description
- Message Of The Day
- System Options

**Workflow**

- Document Type
- Routing & Identity Management Document Type Hierarchy
- Workflow Attribute
- XML Ingestor

**Parameters**

**Batch**

**Financial Processing**

- Procurement Card Upload

**General Ledger**

- Collector Flat File Upload
- Collector XML Upload
- Enterprise Feed Upload

**Purchasing/Accounts Payable**

- Electronic Invoice Upload
- Electronic Invoice Test File Generation

**Vendor**



https://kprd.is.colostate.edu/?channelTitle=Person&channelUrl=https://kprd.is.colostate.edu/kr - Windows Internet Explorer

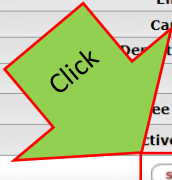
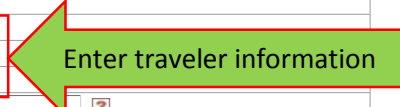
**Kualifinancial systems** Main Menu Maintenance **Administration** COLORADO STATE UNIVERSITY SYSTEM Provide Feedback KFS 5.0.3 (20141203-Prod) (Oracle9i)

action list doc search Logout

**Person Lookup** \* required field

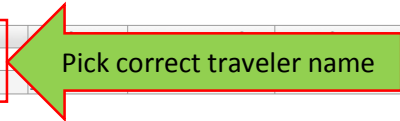
Principal Name:	<input type="text"/>	?
Principal ID:	<input type="text"/>	?
Entity ID:	<input type="text"/>	?
First Name:	<input type="text"/>	?
Middle Name:	<input type="text"/>	?
Last Name:	<input type="text" value="doe"/>	?
Email Address:	<input type="text"/>	?
Phone Number:	<input type="text"/>	?
Employee ID:	<input type="text"/>	?
Campus Code:	<input type="text"/>	?
Department Code:	<input type="text"/>	?
Employee Type Code:	<input type="text"/>	?
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both	?

search clear cancel

2 items retrieved, displaying all items.

Principal ID	Principal Name	Name	Department Code	Employee ID
2370	<a href="mailto:bdoe@colostate.edu">bdoe@colostate.edu</a>	<a href="#">Doe, William W</a>		<a href="#">823019814</a>
4549	<a href="mailto:sdoe@colostate.edu">sdoe@colostate.edu</a>	<a href="#">Doe, Sue</a>		<a href="#">823561110</a>



Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

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

DONE!