Guide for Travelers to approve

For Travel Documents to route, the traveler must first certify and approve their travel via the Kuali Financial System (KFS). If the traveler does not certify and approve the document, then the document will not go through workflow and the traveler will not be reimbursed. Below is a guide on how the traveler approves their document.

When a document is in the Traveler's action list needing 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:
Click on your campus

Enter your existing login information

NetID Login
Log in to Kuali SaaS

NetID: [Input]
Password: [Input]

[Checkbox] Disable Single Sign-On for this session

Login
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 TR