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 is only certifying and approving their travel, they do not need Kuali access. 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:

NOTE: If you are logging in remotely, skip to page 4.
Choose Your Campus:

Use a suggested selection:

Colorado State University
Colorado State University Pueblo

Or enter your organization's name

[Enter]

Continue Help

Click

Enter your existing log in info

Important!

Bookmarks

- Never bookmark this page.
- This is the CSU federated authentication service. Future attempts to access Kuali - Prd with a bookmark to this login page will fail.
Scroll down

MUST check this box

Click (if correct)

DONE!
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 the steps beginning on the next page can be followed to approve the document.
Once logged in click on Campus Administrative Portal (CAP).

Click

Click

Administrative Applications and Resources (AAR)

Kuali Financial System (KFS)

Tax-deferred income
Choose Your Campus:

Click

Enter your existing log in info

Important!

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