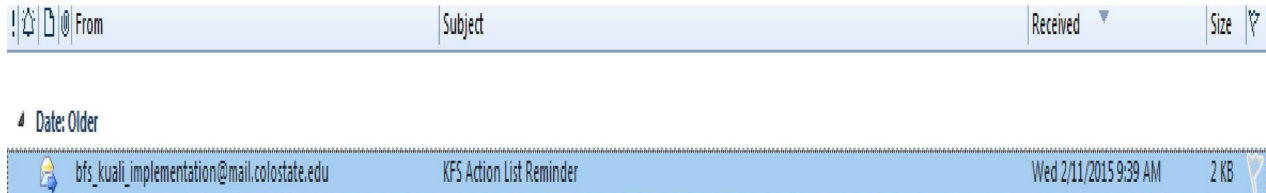
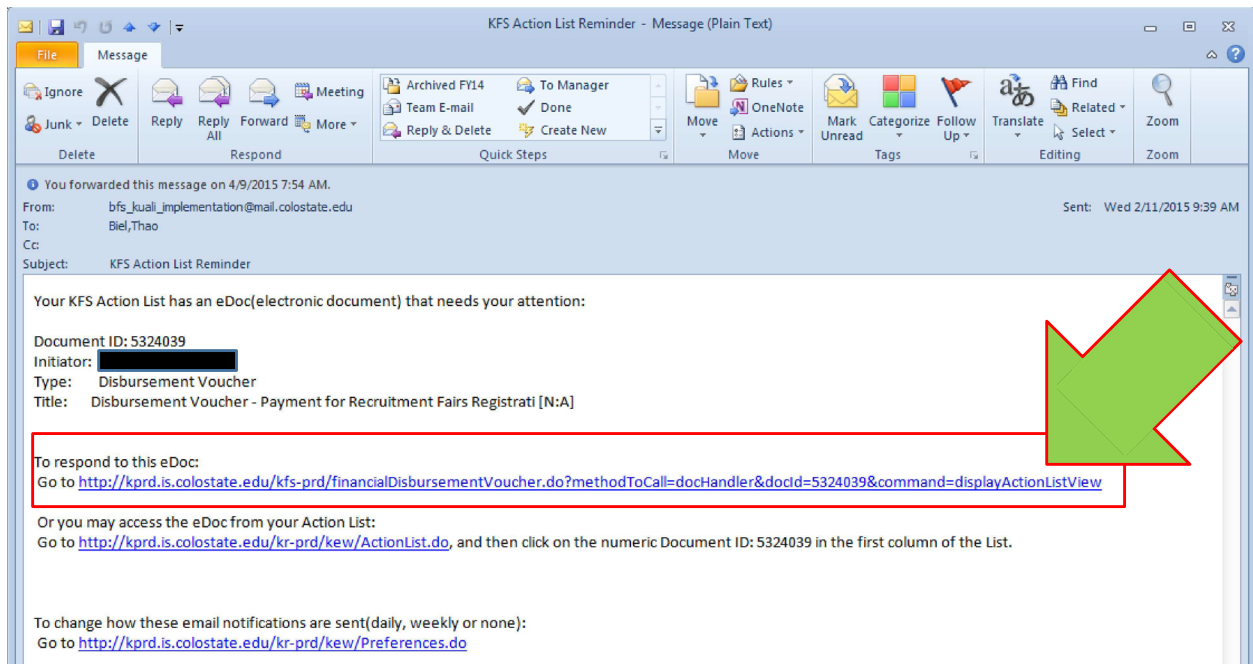


## Guide for Department Higher Authorities to approve

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](mailto: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

kuali

Select Campus

CSU Fort Collins

CSU Pueblo



Enter your existing login information

NetID Login

Log in to Kuali SaaS

kuali


Kuali Software as a Service

NetID:

Password:

☐ Disable Single Sign-On for this session

Login



ACTUAL EXPENSES

ACTUAL EXPENSES

\* All fields required if section is used

\* Expense Date

\* Expense Type Code

Company Name

Non-Reimbursable

Taxable

Receipt Required

Missing Receipt

\$US

Actions

11/07/2019

Mileage 2WD

No

No

No

N/A

78.00

Notes:

ACTUAL EXPENSES DETAILS - MILEAGE 2WD - 1

Hide

\* Expense Date

\* Expense Type Code

Miles

\* Expense Amount

\$US

Non-Reimbursable

Taxable

Missing Receipt

Actions

11/07/2019

Mileage 2WD

150

0.52

78.00

78.00

No

No

N/A

Notes

IMPORTED EXPENSES

Check Travel date and expense

Scroll down

ACCOUNTING LINES

SOURCE

HIDE DETAILS

\* CHART

\* ACCOUNT

SUB-OBJECT

PROJECT

ORG REF ID

\* EXPENSE SOURCE

\* AMOUNT

ACTIONS

CO

1356540

0.00

Colorado State University

Accounts Payable

LINE DESCRIPTION:

CO

1356540

6007

OUT OF POCKET

78.00

Colorado State University

Accounts Payable

In State Employee Travel...

Line Description

1

TOTAL: 78.00

Check Account Number


NOTES AND ATTACHMENTS (1)

\*Note Text:

Attachment:

Remove Attachment

ADD

	POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	ATTACHMENT TYPE	NOTIFICATION RECIPIENT	ACTIONS
1	11/08/2019 11:24 AM	Bedan, Terri L.	backup	 Swaro_email KF5 upgrade.pdf (100 KB, application/pdf)		<div></div> <div></div>	<div>DELETE</div> <div>Send</div>

AD HOC RECIPIENTS

ROUTE LOG

Calculate

Send AdHoc Requests

Save

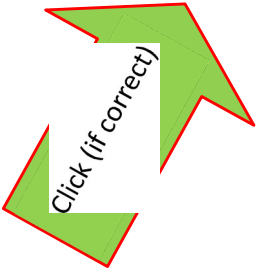
Reload

Approve

Disapprove

Close

Copy



**DONE!**

### **How to Approve from off campus (remotely):**

To approve documents when away from campus you will need to access [secure.colostate.edu](https://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](https://secure.colostate.edu).

- o **Frequently Asked Questions**

- **User Guides:**

- o **Enroll in Two Factor Authentication**
- o **Register and Activate Mobile App**
- o **Use Mobile Authentication**
- o **Using Pulse Secure to Connect**
- o **Register a Phone Number**
- o **Using Duo to Call a Phone Number**
- o **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.