Quick Reference

Chrome River - Logging In

myWSU

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2. P d cl st	roceed with tl o not select tł heck box, you tep 9).	ne DUO authentication ne "Remember me for will have to re-auther	n. Note: If you 10 hours" nticate (see
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Remember me for 10 hours

3. Locate the Travel and Expense Management (TEM) Links section. This will be found in the far right column of the dashboard.

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Echnology Help Desk Help Desk Manage your Password Phahna Email Safety	Employee Dashboard The Dashboard is a place to view and update YOUR personal information	Baccer Self-Service
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	Travel and Expense	Travel and Expense Management (TEM) Links
Employee Training, Resources & Professional evelopment	Employee ID	Chrome River: Travel Documents and Poard reconciliation "new"
ShockerSTART Services, Training, Activities, Resources, Tools for employees		Chrome River Guides
T myTraining For Employees: Instructor Led, Online & Naterials	Personnel Action Notices	TEM and Workflow: replaced soon by Chrome River (links to be used only for viewing and approving existing documents)
d	sPAF Toolbax - Hela Guides	TEH Login

4. Click on the Chrome River Login (Pcard and Travel system) link.



5. You will be redirected to the following sign on page.



- 6. Enter your user name in the following format: <u>myWSUID@wichita.edu</u>
- 7. Enter your myWSU password.
- 8. Click the Sign in button.



9. If you did not select the "Remember me for 10 hours" check box, in step 2, you will be asked to reauthenticate through DUO.



10. You will be taken to the Chrome River landing page.

