

Quick Reference

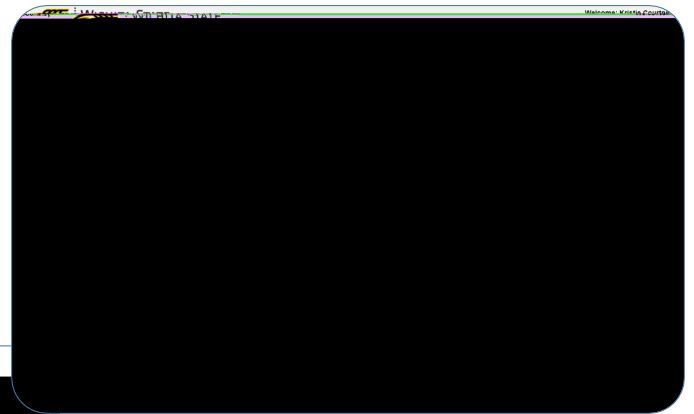
Chrome River - Logging In & Adding Alternate Email

myWSU

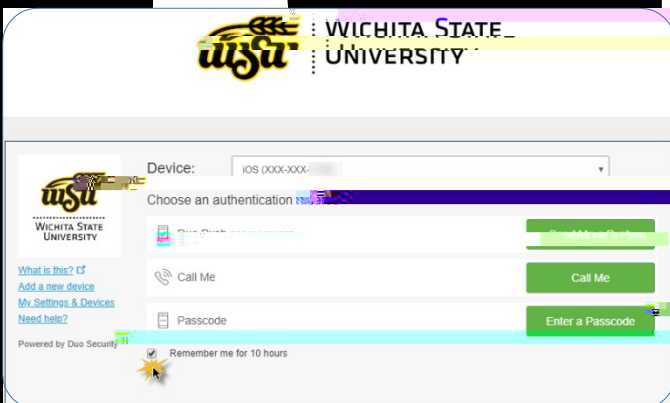
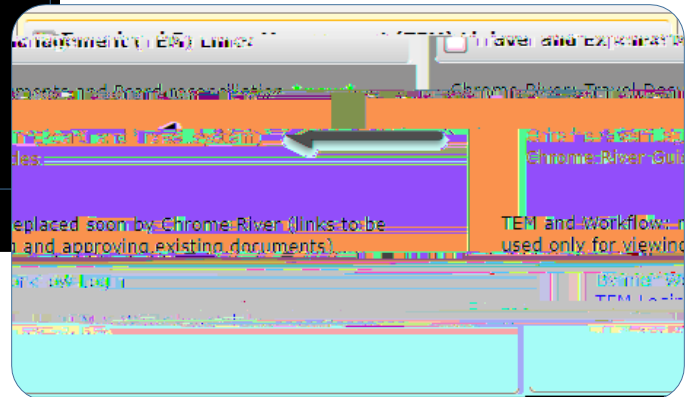
1. Log into myWSU.



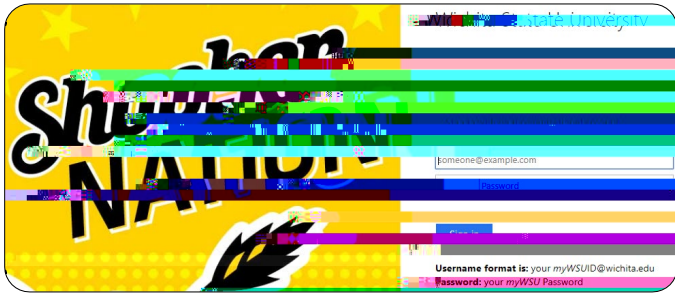
3. Locate the Travel and Expense Management (TEM) Links section. This will be found in the far right column of the dashboard.



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



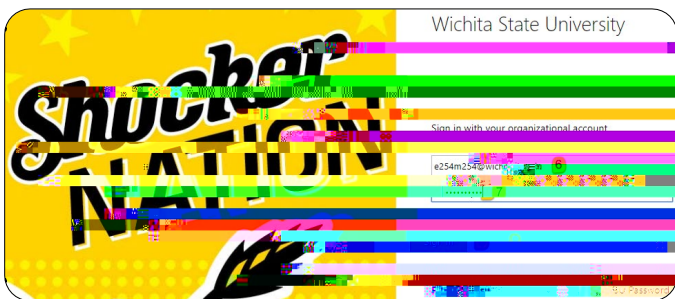
5. You will be redirected to the following sign on page.



6. Enter your user name in the following format:
myWSUID@wichita.edu

7. Enter your myWSU password.

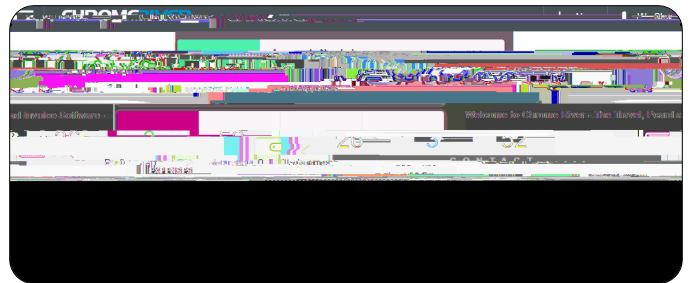
8. Click the Sign in button.



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

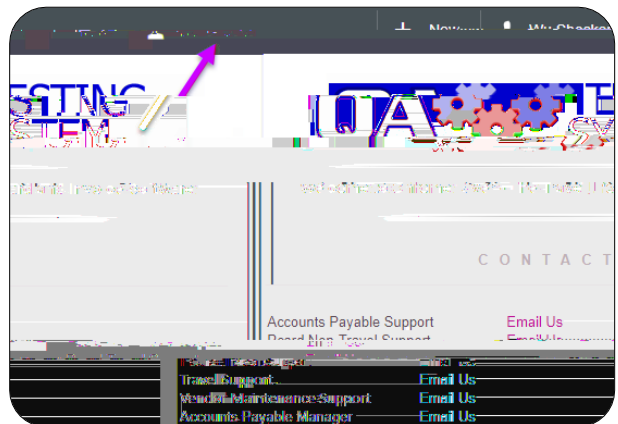


10. You will be taken to the Chrome River landing page.

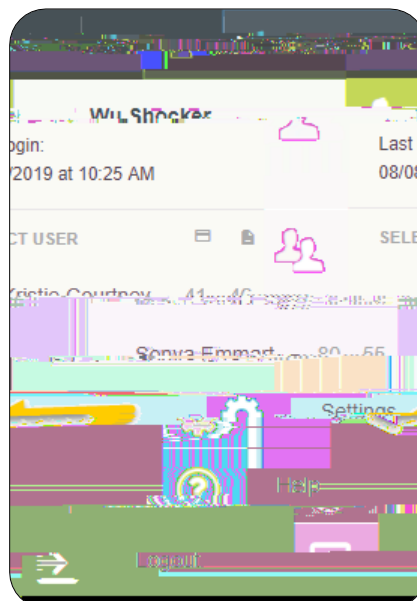


Add Alternate Email

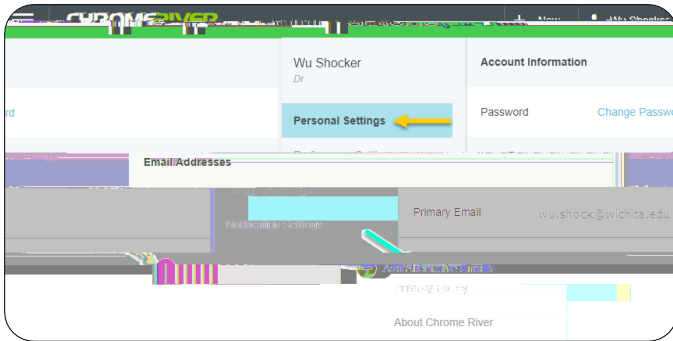
11. Click on your user name located in the upper right corner.



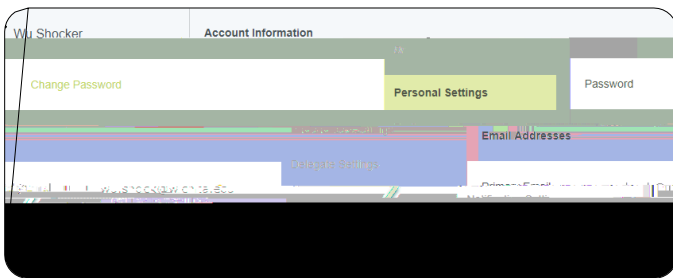
12. Click on settings.



13. In the Personal Settings section, click on the Add Alternative Emails option.



14. Enter the alternative email in the box that appears, and click Add.



15. An verification email will be sent to your primary email account.

16. Return to your email program, locate the verification email from Chrome River and click the verification link provided.

17. Note: The new email address will remain in a Pending Verification status until you have completed the step above.

18. You will receive a verification notice in your web browser alerting you of the verification status.

19. Log out of Chrome River and log back into the software using the Chrome River Login (Pcard and Travel system) link in myWSU.

20. Repeat steps 11-12 to verify the status of your alternative email.