

Quick Reference Guide: Allowing Pop-ups in KFS

Instructions: Use the following steps to allow pop-ups in KFS.

Troubleshooting

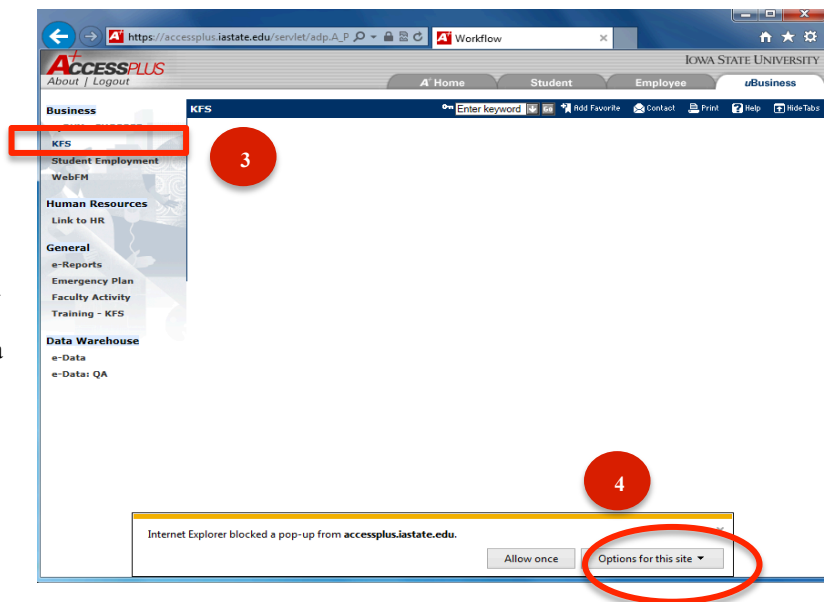
If you receive a message that prevents you from entering KFS, use the following steps to **Allow Pop-ups** in AccessPlus using Internet Explorer or Firefox:

In Internet Explorer (IE):

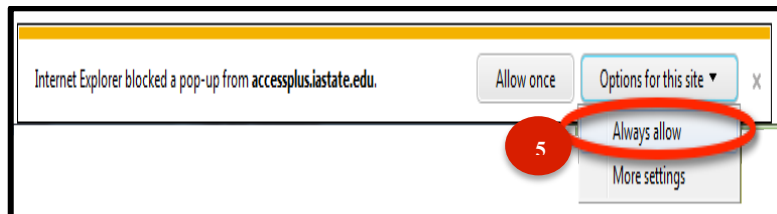
1. Log into AccessPlus.



2. Click the **uBusiness** tab on the far right.
3. Click **KFS** to enter the system.
4. Click the **Options for this site** drop down menu, if you receive the message "Internet Explorer blocked a pop-up from accessplus.iastate.edu."



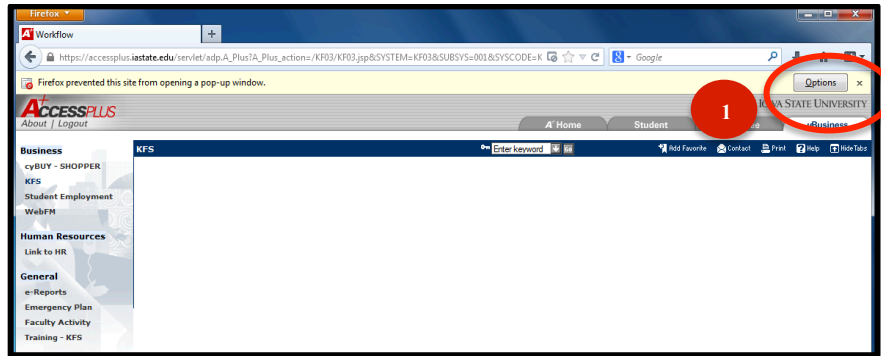
5. Click **Always Allow** to avoid repeating these steps the next time you access **KFS** on your computer.
6. Then click the 'x' to close the menu.



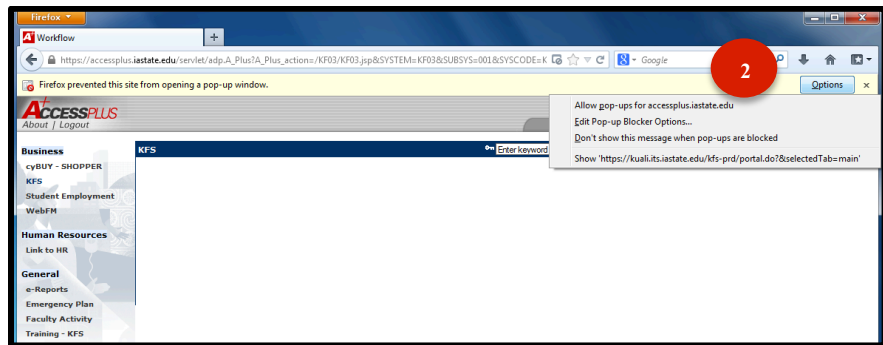
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In FireFox:

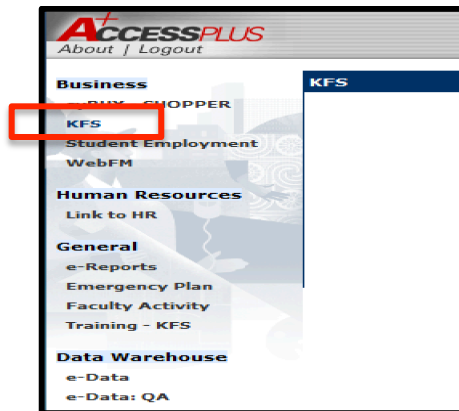
1. Click the **Options** drop down menu on the yellow ribbon at the top of your screen.



2. Click the message that reads:
Allow pop ups for accessplus.iastate.edu



3. Click **KFS** on the left side of the AccessPlus menu.



Note: If you would like to close the system, remember to log out of AccessPlus. For more information about what you can do in KFS, please go to www.kuali.iastate.edu/training.