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.

![Image of Options menu](image1)

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

![Image of Allow pop ups message](image2)

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

![Image of KFS menu](image3)

*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](http://www.kuali.iastate.edu/training).