Quick Reference Guide: How to Log In and Out of Kuali Financial System (KFS)

**Instructions:** Use the following steps to log into Kuali Financial System (KFS).

*Note:* If you do not have access to view KFS in your *uBusiness* tab in AccessPlus, please contact your Supervisor and complete the Administrative Systems Request form at [www.it.iastate.edu/services/adin/systems](http://www.it.iastate.edu/services/adin/systems).

1. Navigate to accessplus.iastate.edu.

2. Type in your University ID and Password to log into AccessPlus.

3. Click on the *uBusiness* tab on the far right side of the screen.

4. Click KFS under the Business heading on the left side.

*Note:* If you receive a message that prevents you from continuing on to KFS, use the Troubleshooting guide on the next page.
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Troubleshooting
If you received a message that prevents you from entering KFS, use the following steps to Allow Pop-ups for Internet Explorer or Firefox:

In Internet Explorer (IE):

1. Click Options for this site drop down menu.

2. Click Always Allow.

*Note: For these changes to take effect, try to log into KFS again. You can now enter/view financial transactions, generate lists, or approve eDocs. If you would like to leave the application, simply close your browser window or tab.*
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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: **Allow pop ups for accessplus.iastate.edu**

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

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**Note:** For these changes to take effect, try to log into **KFS** again. You can now enter/view financial transactions, generate lists, or approve eDocs. If you would like to leave the application, simply close your browser window or tab.