

# Quick Reference

## Chrome River - Logging In

myWSU

1. Log into myWSU.

myWSU

Search wichita.edu

Username:

Password:

**Login to myWSU**

- Students: view classes, financial aid, grades
- Faculty/Advisors: teaching and advising info
- Faculty/Staff: finance and employee info
- [Manage your password](#)

2. Proceed with the DUO authentication. Note: If you do not select the “Remember me for 10 hours” check box, you will have to re-authenticate (see step 9).

WICHITA STATE UNIVERSITY

Device: ios (xxx-xxx-xxx)

Choose an authentication method

Duo Push RECOMMENDED **Send Me a Push**

Call Me **Call Me**

Passcode **Enter a Passcode**

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.

WICHITA STATE UNIVERSITY

Travel and Expense Management (TEM) Links

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

**Travel and Expense Management (TEM) Links**

Chrome River: Travel Documents and Pcard reconciliation **\*new\***

[Chrome River Login \(Pcard and Travel system\)](#) [Chrome River Guides](#)

TEM and Workflow: replaced soon by Chrome River (links to be used only for viewing and approving existing documents)

[Banner Workflow Login](#)  
[TEM Login](#)  
[TEM & Workflow Guides](#)

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



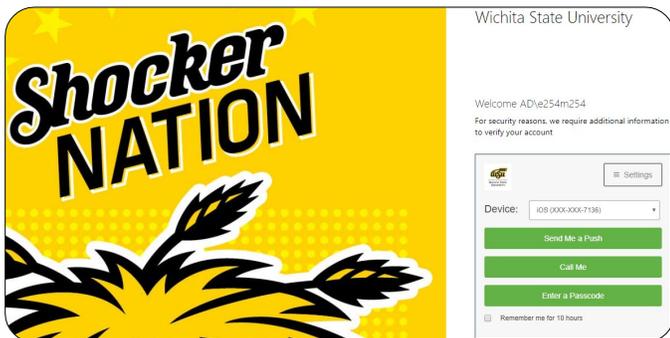
6. Enter your user name in the following format:  
[myWSUID@wichita.edu](mailto:myWSUID@wichita.edu)

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.

