1. Log into myWSU.

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).

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

4. Click on the Chrome River Login (Pcard and Travel system) link.
5. You will be redirected to the following sign on page.

![Sign On Page](image1)

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

7. Enter your myWSU password.

8. Click the Sign in button.

![Sign In](image2)

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.

![DUO Authentication](image3)

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