

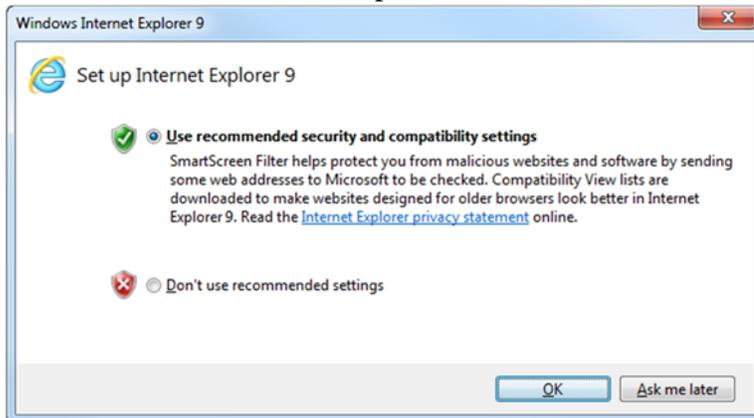
Accessing FIS

1. The upgrade to FIS is almost complete. You will notice some differences in the interface and, hopefully, this document will help you as you use the system.

2. First, the URL <https://ebiz.as.ksu.edu:8000>. This will take you to a ‘redirection’ notice and then jump you straight to the login screen. I recommend that you modify your current bookmarks to go to this URL instead of the earlier one. Do NOT bookmark the login screen page.

Now, for the interface itself.

- a. If using Internet Explorer you must have compatibility mode turned on. When I first went in to the browser I was presented the screen below. The default is as shown.



- b. If you don't get the above screen there are two ways to get into compatibility mode. If you get to the Single Sign-On page (image below) then you can go up to the URL and click on the 'Compatibility' icon. This icon, shown at the arrow in the second screen shot below, is a toggle switch. If blue then compatibility mode is on, if gray then it is not.

Single Sign-On

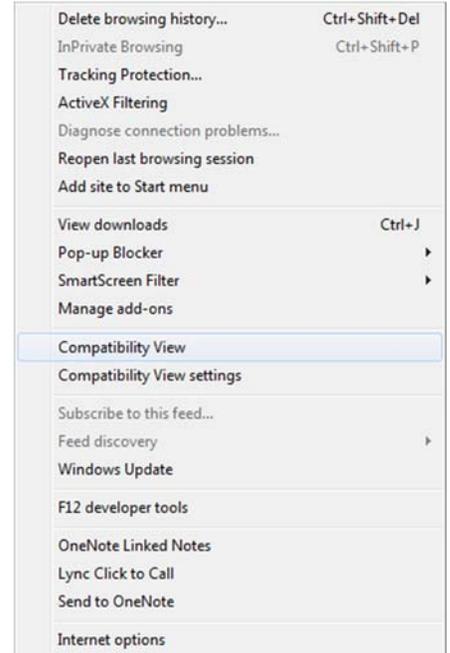
Enter your Single Sign-On user name and password to login.

User Name

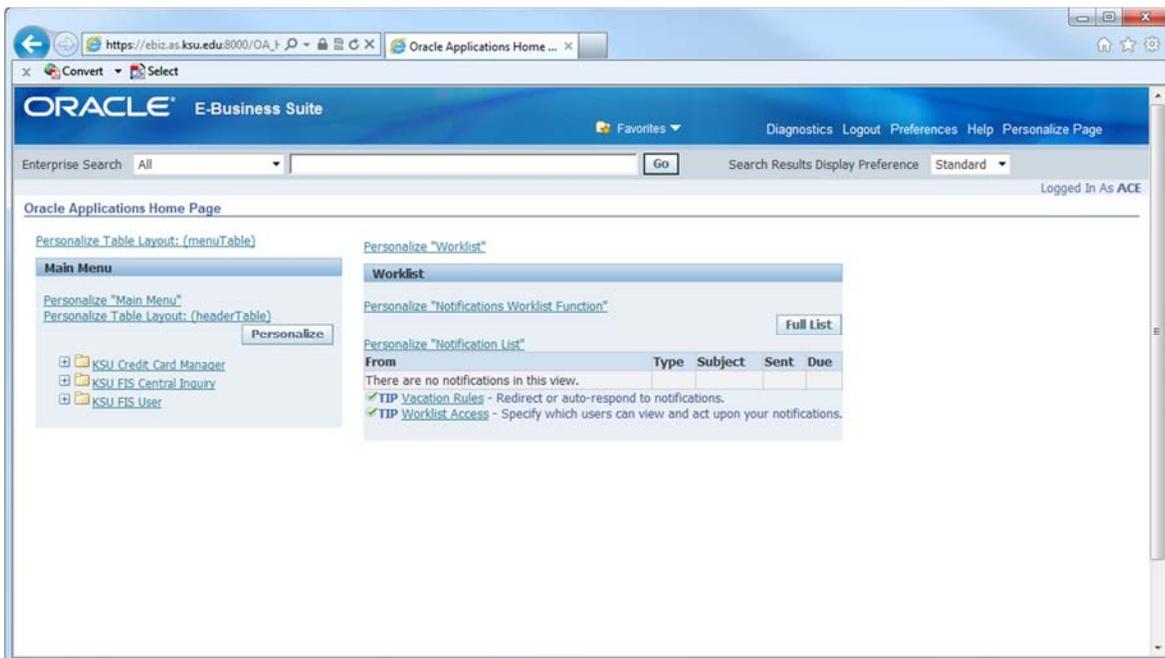
Password



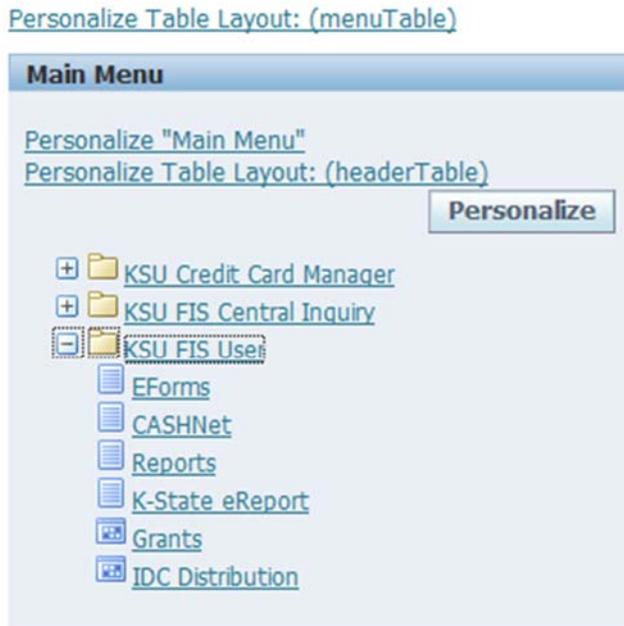
- c. The other way to turn on compatibility mode is to click on the ‘Tools’ button on the menu bar and then click on ‘Compatibility View’ on the drop down menu.



- d. Once you sign in you will see the Main Menu. Your responsibility (normally KSU FIS User) will be there with a plus (+) sign next to it. Click on that and it will now present you with the options you have previously seen in a column to the right side of your screen.



- e. From this point click on the option you wish and you will be taken to the appropriate screens / items.



- f. The following screen shot shows how your menu might look if compatibility is not set properly.



3. A few quick notes.

a. Again, be sure that you use the URL provided above. The older URL will currently give you a ‘server not found’ or similar error.

b. Be sure compatibility mode is turned on. If you see ‘undefined’ instead of the ‘Eforms, CASHNet, Reports, etc. options above you are not in compatibility mode.

c. At this time the only active link is the Reports. Month-End reports (the K-State eReport link) is currently not active. Notification will be sent once that link is active.