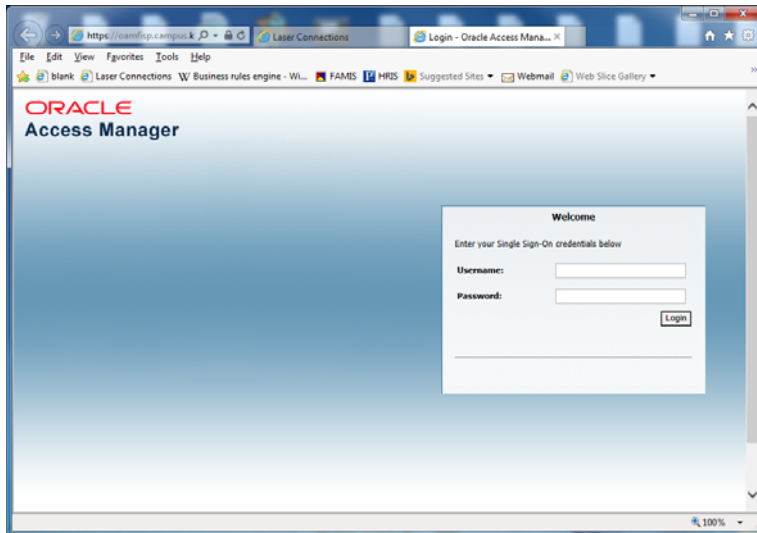


FIS Users:

FIS will be down starting 5:00 pm Friday, April 15th to 8:00 am Monday, April 18th to switch to new hardware. There will be some changes associated with this maintenance. Currently, the URL to get to FIS is <https://ebiz.as.ksu.edu>. After April 17th, the URL will be <https://ebsfisp.campus.ksu.edu>.

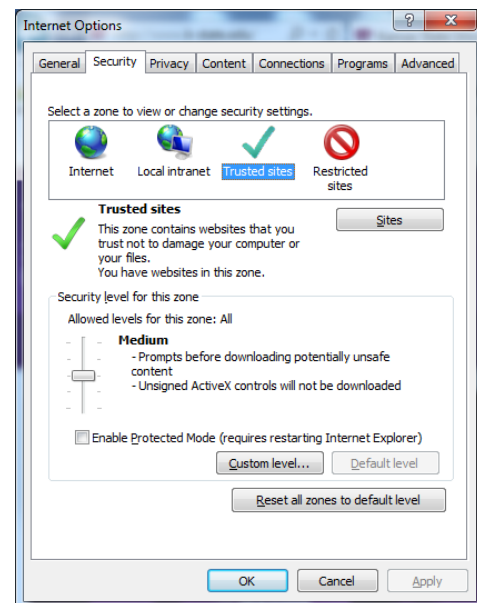
Note: You can still get to FIS by going to our Division of Financial Services home page (www.ksu.edu/finsvcs) and then select FIS(Reports) from the Tools menu on the right hand column of the page.

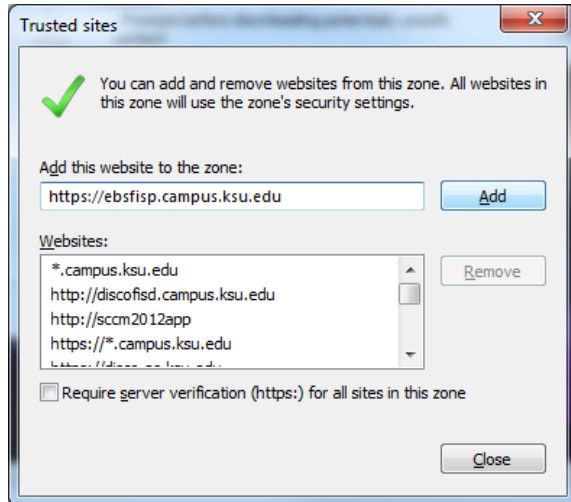
All users who try to access the old URL after April 17th will automatically be re-directed to the new one. Users will see a new login screen that looks like this:



Internet Explorer (IE) users should be aware they may need to add several URLs to their trusted sites in IE. For those users who are on Active Directory, these changes will be pushed out automatically and you won't have to do anything. Others will need to make the changes themselves. If you have trouble getting to FIS after April 17th, please try the following:

- 1) Open an Internet Explorer browser window to a non-FIS web page, like www.k-state.edu.
- 2) On the menu at the top, click on Tools -> Internet Options.
- 3) Click on the Security tab.
- 4) Click on the green check mark that says 'Trusted sites'.
- 5) Click on the Sites button





6) In the Trusted sites dialog box, copy this URL: <https://ebsfisp.campus.ksu.edu> and paste it in the box under 'Add this website to the zone'. Click on the Add button.

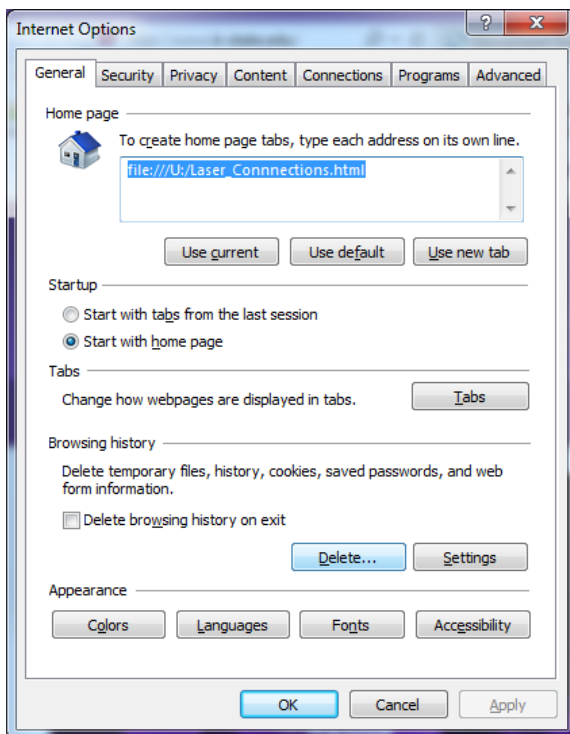
7) Repeat step #6 for each of these URLs:

<https://oamfisp.campus.ksu.edu>

<https://ssofisp.campus.ksu.edu>

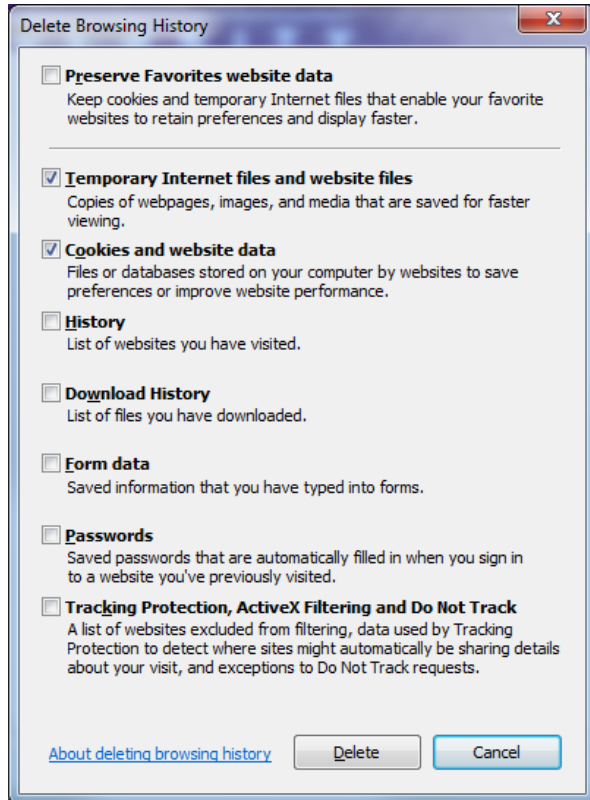
<https://discofisp.campus.ksu.edu>

8) Once all of the URLs have been added, click on Close.



9) Then click on the General tab in the Internet Options dialog box.

10) Click on the 'Delete' button (in the lower half of the dialog box).



11) In the 'Delete Browsing History' dialog box, make sure two items are checked: 'Temporary Internet files and website files' and 'Cookies and website data'.

12) Then click on the Delete button to clear the IE cache.

13) Once that is done, click on OK to close the Internet Options window.

14) Close all of your IE windows.

15) Open a new IE window and try accessing FIS again: <https://ebsfisp.campus.ksu.edu>.