

GENERAL ACCOUNT INFORMATION

Log into the Chrome River application on any web browser by going to the JMU webpage (www.jmu.edu). Choose Faculty/Staff and then IS Applications. Choose Chrome River.

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Quick Login Access

IT HOME

SERVICES

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Administrative Systems Access ▶ Administrative Systems Issue ▶ Project Initiation Questionnaire ▶

Information Technology
Massanutten Hall
MSC 5733
1031 S. Main Street
Harrisonburg, Virginia 22807
computing.webmaster@jmu.edu
(540) 568-3555

Enter your DUO Information

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Authentication with Duo is required for the requested service.

[> Need Help?](#)

☰ Settings

Device:

Android (XXX-XXX-1461) ▼

Send Me a Push

Enter a Passcode

Remember me for 24 hours

Cancel this Request

Enter your EMPLID and password then Click Log in.

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ATTENTION:

- **Duo two-factor authentication is now required** for this and many other JMU systems. See [here](#) for a complete list.
- **If you have not yet enrolled with Duo**, find instructions [here](#). For assistance, contact the IT Help Desk at 540-568-3555, or email helpdesk@jmu.edu

JMU e-ID

Password

Protect Your Privacy!

Be sure to log out of this system by completely closing your web browser when finished. If you do not, someone else could use your web browser to login as you.

- Windows users: Close all web browser windows.
- Mac users: Quit your web browser

For help, contact the JMU IT Help Desk. 540-568-3555

You can also access the Chrome River application by the Accounts Payable webpage.

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Chrome River System

FINANCE OFFICE

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The Finance Office has partnered with Chrome River to provide campus with an electronic travel management solution which replaces the paper Travel Expense Reimbursement Voucher (TERV) and the paper International Travel Authorization Form (TA). Travel incurred after July 1, 2017 is required to be processed through the Chrome River system, and paper TERVs and TAs will no longer be accepted.

Click [here](#) to login to Chrome River using your JMU credentials.

Chrome River Resources:

- [Chrome River Contact Information](#)
- [Chrome River FAQs](#)
- [Chrome River Forms](#)
- [Chrome River Training and Help](#)

Links

- [AP Forms](#)
- [Frequently Asked Questions](#)
- [Other Financial Forms](#)

JMU Office of Finance

Massanutten Hall MSC 5719 1031 S. Main Street Harrisonburg, Virginia 22807	crowepm@jmu.edu 540/568-6433 Fax: 540/568-3346
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This is the Welcome or Home Screen.

The screenshot shows the CHROMERIVER home screen. The top navigation bar includes a menu icon, the CHROMERIVER logo, and a user profile for Tina Wells. The main dashboard is divided into three sections: APPROVALS, EXPENSES, and PRE-APPROVAL. The APPROVALS section shows 4 Expense Reports and 2 Pre-Approvals. The EXPENSES section shows 13 Draft, 1 Returned, and 10 Submitted (Last 90 Days). The PRE-APPROVAL section shows 2 Draft, 1 Returned, and 4 Submitted (Last 90 days). The right-hand sidebar contains a TRAVEL PROGRAM section with a disclaimer, a TRAVEL TEAM section with contact information for various teams (Gray, Purple, Gold, Blue, Pink) and a Manager, and a USEFUL LINKS section with links to enrollment forms, travel procedures, and expenditure procedures.

In the upper right hand corner of the Right Side of the Screen, Click on your Name and then Click Settings.

This close-up screenshot shows the user profile dropdown menu. The user's name, Tina Wells, is highlighted with a red box. Below the name, there are several menu items: SELECT USER, Tina Wells (with a checkmark), Select another user, Settings (with a gear icon and highlighted by a red box), Platinum Interface, Help, and Logout.

The Account Information screen appears. From this screen, you can add an alternate email address, add/delete delegates and add an approval (vacation) delegate.

The screenshot shows the CHROMERIVER user interface. At the top, there is a dark header with a hamburger menu icon on the left and the 'CHROMERIVER' logo in white and blue. Below the header is a sidebar on the left with a light blue background. The sidebar contains the user's name 'Tina Wells' and title 'Manager - Accounts Payable'. Below this, there is a 'Personal Settings' section with a light blue background, containing links for 'Preferences Settings', 'Delegate Settings', and 'Notification Settings'. The main content area on the right has a light blue background and is titled 'Account Information'. It contains a 'Password' field with a 'Change Password' link. Below this is an 'Email Addresses' section with a 'Primary Email' field containing 'wells2tm@jmu.edu'. At the bottom of the email section, there is a blue circular button with a white plus sign and the text 'Add Alternative Emails'.

Note: Preferences Settings and Notification Settings are two areas that do not have any relevance. There is no need to access them.

To add an additional email address click Add Alternative Emails, click in the box and type an email address. Then click Add.

The screenshot displays the Chrome River user interface. At the top, the Chrome River logo is visible. The user's profile information is shown on the left, including the name 'Tina Wells' and title 'Manager - Accounts Payable'. The 'Personal Settings' section is highlighted in light blue. Below this, there are links for 'Preferences Settings', 'Delegate Settings', and 'Notification Settings'. On the right side, the 'Account Information' section includes a 'Password' field with a 'Change Password' link. The 'Email Addresses' section shows the 'Primary Email' as 'wells2tm@jmu.edu'. At the bottom, there is an input field for adding an alternative email address, with a blue arrow pointing to it.

By adding an alternative email to your account, Chrome River makes it possible for you to email receipt images directly to another user's account and to have other users email receipts directly to your account.

Simply enter another Chrome River user's email address as the Subject of the email. The sender will receive an email confirmation that details who the image was sent to. The recipient will see the receipt in their account the next time they log into Chrome River.

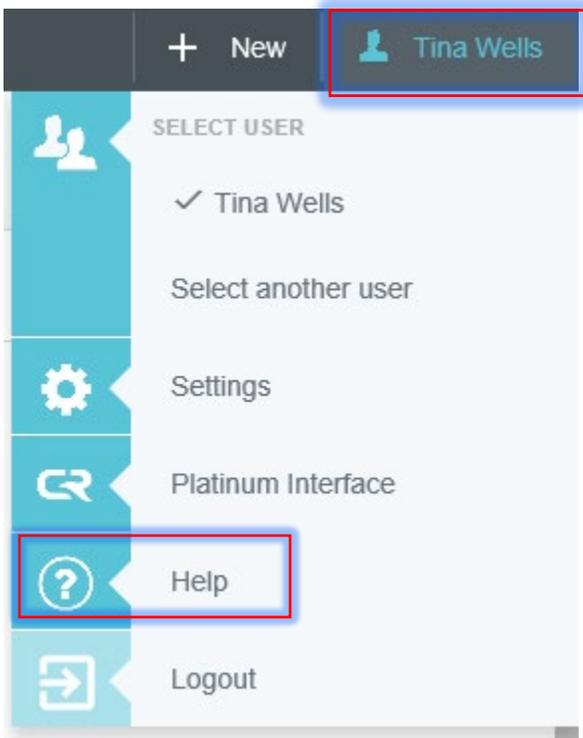
NOTE: The receipt must be sent from a user's primary or alternate email address stored in Chrome River and the subject line must contain an address that is the other user's primary or alternate email address in Chrome River.

For instructions in Delegate Settings see:

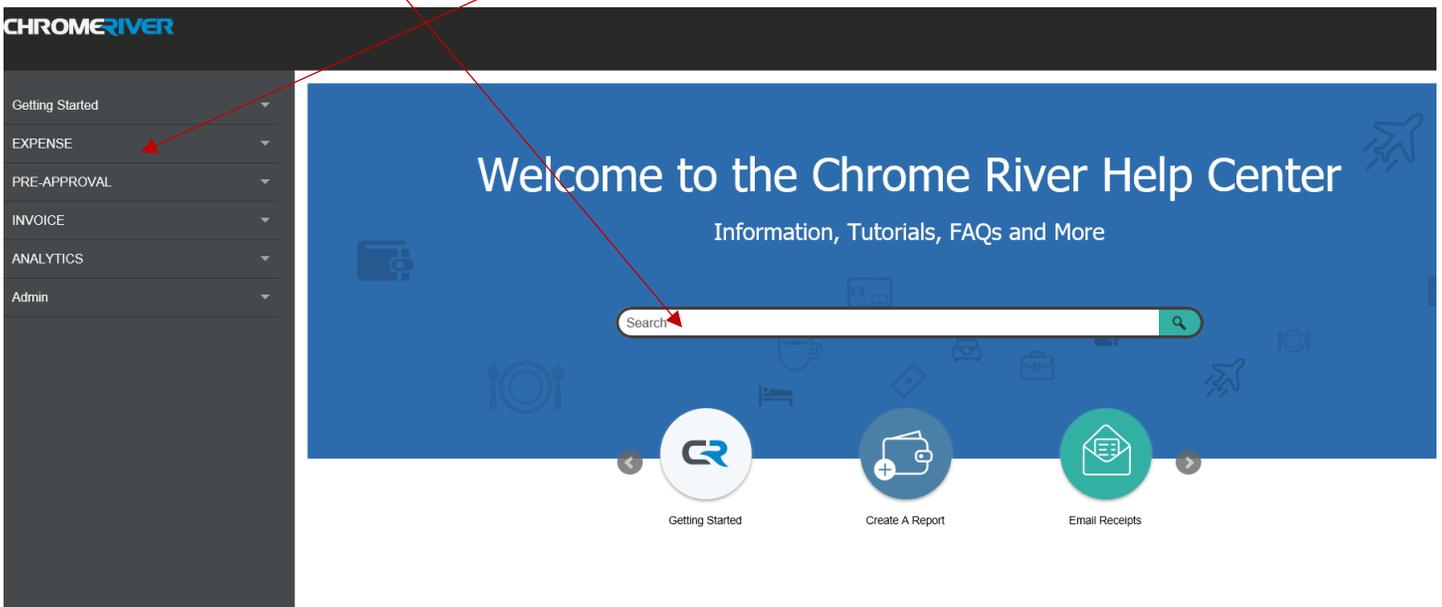
HOW TO BECOME A DELEGATE
HOW TO GIVE APPROVAL DELEGATION TO ANOTHER PERSON

***These training documents can be found under the Accounts Payable website in the Chrome River folder under Chrome River Training and Help.

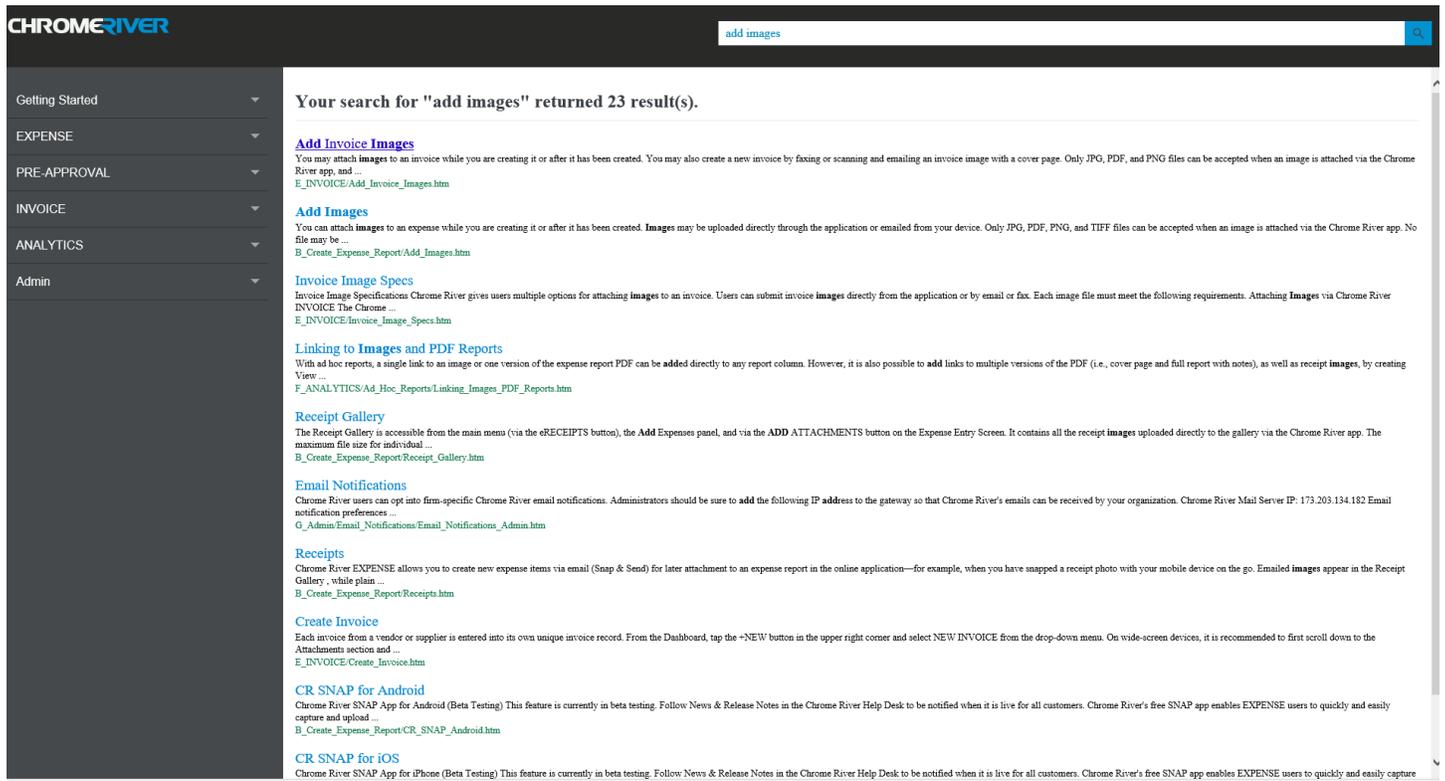
Help is another great resource in Chrome River accessed the same way. In the upper right hand corner or the Right Side of the Screen, Click on your Name and then Click Help.



This is the Help home screen. Simply type in what help information you are researching, such as, add images in the search bar or use the Menu.



Click the link you want. Most links have step-by-step instructions as well as video to help aid you.



To log out of the system, Click your name and then Click Logout.

