

HOW TO LOG INTO CHROME RIVER

Log into ChromeRiver 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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ABOUT ACADEMICS ADMISSIONS VISIT TUITION & FINANCIAL AID STUDENT LIFE ATHLETICS

Quick Login Access

IT HOME Search Computing GO

SERVICES

ACADEMIC SUPPORT

- ACCOUNTS & ACCESS
 - Quick Login Access
 - All Accounts & Access
 - Affiliate Accounts
 - eID
 - Listservs
 - Two Factor Authentication (Duo)
 - File Storage for Fac/Staff
 - Web Publishing
- ADMINISTRATIVE SYSTEMS
 - Quick Login Access
 - All Administrative Systems
 - Advancement Systems
 - AiM
 - Cascade
 - Cherwell
 - Chrome River
 - Effort Reporting (ERS)
 - e-VA
 - Finance
 - Human Resources

HR Management
JMU PositionLink
JobLink - Manager
JobLink - Applicant

Finance
Chrome River

Student Administration
MyMadison

Advance
iModules Email
Cognos

Exchange
Dukes Email
SharePoint

e-VA
AiM Facilities Management
OnBase
Nolijweb

Canvas
Cherwell
Cascade

Effort Reporting (ERS)
Parking
STAR-TOOL

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

f t y i

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

The enter your EID and Password

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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

Log in

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 are now in Chrome River at the Welcome or Home Screen.

CHROME RIVER + New Tina Wells

APPROVALS Approvals Needed
4 Expense Reports 2 Pre-Approvals

EXPENSES 6
Draft 0
Returned 12
Submitted
Last 90 Days

PRE-APPROVAL 1
Draft 1
Returned 4
Submitted
Last 90 Days

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C O N T A C T

For Expense reimbursement and Invoice processing assistance, please contact:

- Accounts Payable Support (888) 268-9101 [Email Us](#)
- Credit Card Support (888) 268-9102 [Email Us](#)
- Accounts Payable Manager (888) 268-9103 [Email Us](#)

N O T I C E S

UPDATE: New Expense Policy Limits
The new expense policy, which is available online in the HELP section below, has a new limits on Airline Club memberships.

REMINDER: Emailing Receipts to Your Account
You have an option to email any receipt to toexpensememo@chromeriver.com. Please make sure to send the email from the email account that is registered online so the system can recognize and store the receipt in your account. The receipt will then be available within your Receipt Gallery.

H E L P

Full HELP is available throughout the application in the Chrome River Help Center.

- [New Travel Policy Guide](#)
- [Quick Start: Creating a New Expense Report](#)
- [Quick Start: Expense & Invoice Approvals](#)

Or you can login to Chrome River from the Accounts Payable Webpage.

Go to the bottom of the JMU homepage and Click the A-Z Index.

A-Z INDEX [DIRECTORY](#) [EXPENDITURES](#) [PRIVACY](#) [ACCESSIBILITY](#) [JOBS](#) [SOCIAL MEDIA](#) [MAPS](#) [COMMUNITY](#)

JAMES MADISON UNIVERSITY

800 SOUTH MAIN STREET
HARRISONBURG, VA 22807
[CONTACT US](#)

FOIA
Title IX Policies
Student Consumer Information
Annual Security and Fire Safety Report
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Click on the Accounts Payable link and Choose Chrome River System from under Accounting Operations and Disbursements.

You can Access Chrome River by Clicking on “here” or Clicking the Chrome River logo.

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ABOUT ACADEMICS ADMISSIONS VISIT TUITION & FINANCIAL AID STUDENT LIFE ATHLETICS

Chrome River System

FINANCE OFFICE

- DIVISION OF ADMINISTRATION AND FINANCE
- ABOUT FINANCE
- CODE OF ETHICS
- FINANCIAL PROCEDURES MANUAL
- NEWS AND ANNOUNCEMENTS
- ORGANIZATION CHART
- SIGNATURE AUTHORITY
- ACCOUNTING OPERATIONS AND DISBURSEMENTS
 - Overview
 - Announcements
 - FAQ
 - Accounts Payable
 - Overview
 - Chrome River System**
 - Mission and Vision
 - Statement
 - Staff
 - Local Funds
 - Travel Program



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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Then follow the same instructions as above starting with your DUO information, then your EID and Password.