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.
Enter your DUO Information

Authentication with Duo is required for the requested service.

Device:

Android (XXX-XXX-1461)

Send Me a Push

Enter a Passcode

Remember me for 24 hours

Need Help?

Cancel this Request
Enter your EMPLID and password then Click Log in.

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**

wells2tm

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

Chrome River System

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

Moss Well Hall
MSC 5719
1031 S. Main Street
Harrisonburg, Virginia 22807

Phone: 540/568-6433
Fax: 540/568-3346

croswell@jmu.edu

This is the Welcome or Home Screen.

In the upper right hand corner of the Right Side of the Screen, Click on your Name and then Click Settings.
The Account Information screen appears. From this screen, you can add an alternate email address, add/delete delegates and add an approval (vacation) delegate.

<table>
<thead>
<tr>
<th>Personal Settings</th>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferences Settings</td>
<td></td>
</tr>
<tr>
<td>Delegate Settings</td>
<td></td>
</tr>
<tr>
<td>Notification Settings</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tina Wells</th>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager - Accounts Payable</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Password</th>
<th>Change Password</th>
</tr>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Email</td>
</tr>
<tr>
<td><a href="mailto:wells2tm@jmu.edu">wells2tm@jmu.edu</a></td>
</tr>
</tbody>
</table>

**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.

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.