

HOW TO GIVE DELEGATION AUTHORITY

What is a delegate? A delegate is a person you set up with full access into your account to create expense reports, access your Settings menu, Home screen and Reports. However, they **WILL NOT** have access or authority to approve expense reports on your behalf. You and your delegate will receive e-mail notifications regarding approval, rejection or adjustments to any reports created by your delegate. You have the ability to designate more than one delegate.

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

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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

JAMES MADISON UNIVERSITY

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

Eter your EMPLID and password then Click Log in.

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JMU e-ID

Password

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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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

This is 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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CONTACT

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

NOTICES

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.

HELP

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

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

+ New Tina Wells

SELECT USER

- ✓ Tina Wells
- Select another user

Settings

Platinum Interface

Help

Logout

You will see this screen. Click Delegate Settings.

CHROMERIVER

Tina Wells
Manager - Accounts Payable

Personal Settings

Preferences Settings

Delegate Settings

Notification Settings

Account Information

Password [Change Password](#)

Email Addresses

Primary Email wells2tm@jmu.edu

[+ Add Alternative Emails](#)

Click on Add New Delegate.

Tina Wells
Manager - Accounts Payable

Personal Settings

Preferences Settings

Delegate Settings

Notification Settings

My Delegates

A "Delegate" is someone who has full access to your account.

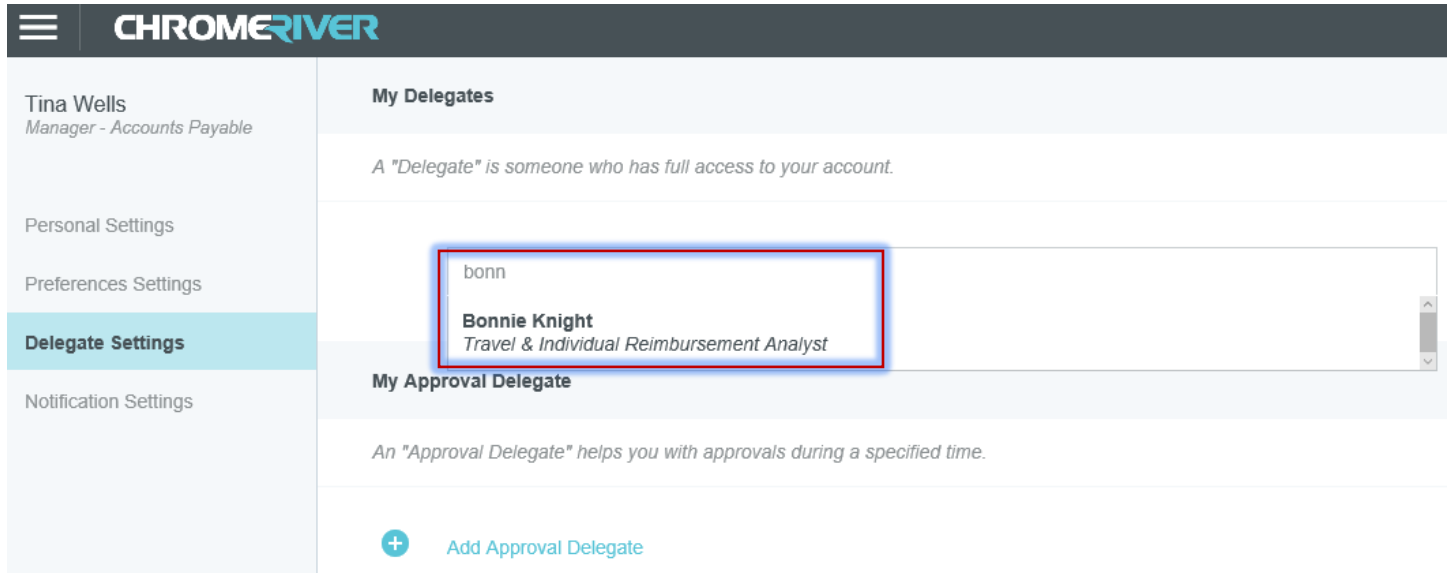
[+ Add New Delegates](#)

My Approval Delegate

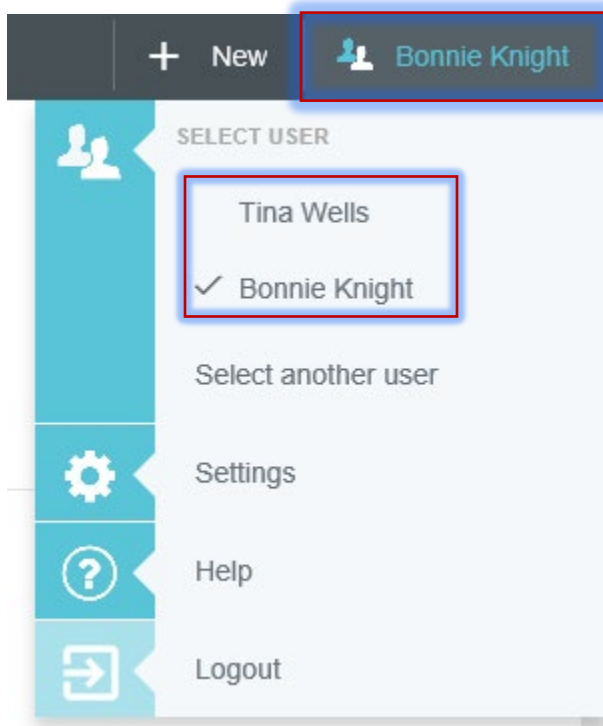
An "Approval Delegate" helps you with approvals during a specified time.

[+ Add Approval Delegate](#)

Click in the Box a drop down list of names will appear. Type in the name of the person you want to give access to your account and Click their name.



Once you choose their name this person will be able to “delegate” into your account and process expense reports on your behalf. They **WILL NOT** be able to Approve on your behalf.



Now, Bonnie Knight is able to choose Tina Wells and process an expense report on her behalf.

Note: This person is a Delegate as long as you leave them a Delegate. If you no longer want this person as your Delegate, complete the steps above and Click the “X” and it will delete them.